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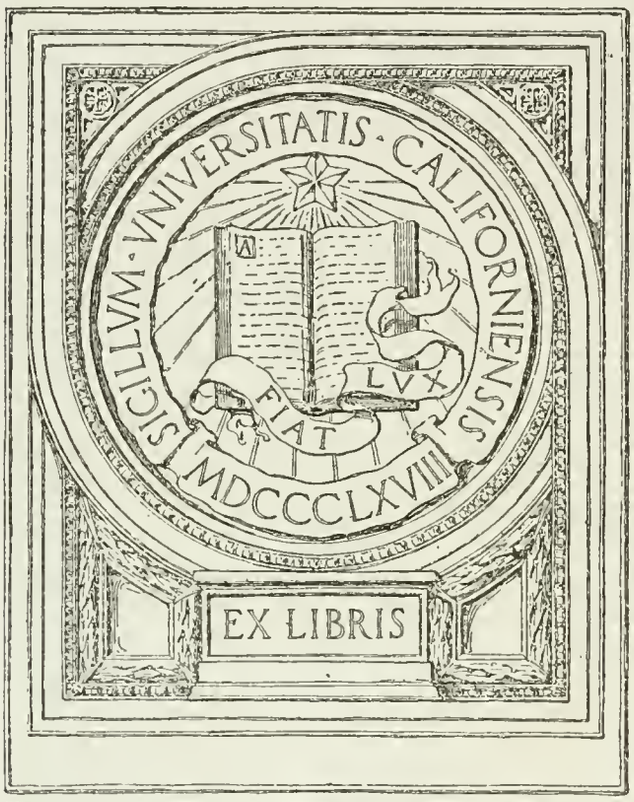
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WAR DEPARTMENT CORRESPONDENCE FILE

(Revised Edition)

A SUBJECTIVE DECIMAL CLASSIFICATION WITH A COMPLETE ALPHABETICAL INDEX FOR USE OF THE WAR DEPARTMENT AND THE UNITED STATES ARMY

COMPILED UNDER THE DIRECTION OF

THE ADJUTANT GENERAL OF THE ARMY

From data furnished by the various bureaus of the War Department, the initial classification published January, 1914, reprints of June, 1915, and July, 1917, and abridged edition, September, 1917

By

Maj. MARCEL S. KEENE
Adjutant General

Mr. CLAY S. WORICK
Army Field Clerk

Mr. RALPH G. HERSEY
Army Field Clerk

Mr. H. M. McLARIN
Office of the Quartermaster General of the Army

MAY, 1918

WASHINGTON
GOVERNMENT PRINTING OFFICE
1918

To Replace
451808

War Department,
The Adjutant General's Office,
Washington, D. C., May 1, 1918.

Instructions as to the application of the War Department Correspondence File, a subjective, decimal classification for arranging and filing correspondence of the Military Establishment as contained in the initial classification published January, 1914, reprints of June, 1915, and July, 1917, and the Abridged Edition, September, 1917, are rescinded and in lieu thereof the following instructions are published for the information and guidance of all concerned.

By order of the Secretary of War:

Peyton C. March,
Major General, Acting Chief of Staff.

Official:
H. P. McCain,
The Adjutant General.

525713

PREFACE.

Successful filing involves not only the actual operation of placing papers in a file or other receptacle, according to a simple and economical system, until such time as they may be called for, but more especially the production of such specific papers, upon request or call therefor, with the minimum time involved. It is primarily for the latter purpose that files and systems of filing are introduced. Filing may thus now be appropriately called a science and no longer a knack, as it was formerly when papers were theoretically thrown into a "barrel," the then so-called best file, without systematic arrangement, with the only assurance of finding the papers being the fact that they were at one time placed therein.

The method of numbering and arranging the subjects in this classification is based upon the Dewey Decimal System of Library Classification devised by Mr. Melville Dewey. His system divided the subjects of human knowledge into not more than 10 main classes, represented by the Arabic numerals 0 to 9, both inclusive. These 10 classes were each in turn subdivided into not more than 10 subclasses, and in turn the 100 subclasses thus created were each divided into not more than 10 divisions and so on. The numerals representing the 10 main classes in this volume are expressed in numbers of three digits, as 000, 100, 200, 300, and so on to 900. The first digit to the left represents a main class, the second digit represents a subclass of the main class, and the third digit a division of the subclass. After the subdivision of these numbers as hereinbefore provided has been exhausted, further subdivision of the divisions is effected by affixing additional digits to each number, separated therefrom by a decimal point. Therefore, each digit added to the right of a number represents a subdivision of the subject, represented by all the digits to the left. The general subjects have first been treated, and then the detailed features thereof derived in sequence as subclasses, divisions, and subdivisions.

The two simplest symbols that can be used in systems of filing may be said to be the Arabic 1, 2, 3, 4, and the alphabetical a, b, c. This edition of the War Department Correspondence File is based upon the use of both, and in this connection it will be noted that while the underlying principles are based upon the use of Arabic characters, resort to the use of alphabetical filing, within the groups

of subjects represented by numerical characters, is had in many instances. This procedure is not a departure from the basic principles of decimal classification. The results produced thereby are twofold, viz, first, it makes a closer subdivision, and second, it gives much more elasticity to the system, which at this time is imperatively necessary, due to the multiplicity of subjects already involved and the addition of many new ones in correspondence handled by the War Department and its adjunct offices.

The chief merits of the decimal system of classification lie in the fact that the subject of correspondence determines the exact location; that it is applicable to the most varied subjects; that, by analogy, subjects, provisions for which have not been specifically made, can be associated with correlated subjects for which provisions have been specifically made; that not only are all papers on one subject found together, but those closely allied therewith precede or follow, they in turn being preceded and followed by other allied subjects as far as possible.

In the compilation of this book it has been the aim to upset as few of the prior classifications as was compatible with the principles governing, viz, improvement, simplicity and flexibility, and in cases where changes have been made it is believed that the same will produce more satisfactory results than if they had not been effected.

INTRODUCTORY REMARKS AS TO THE USE AND APPLICATION OF THE SYSTEM.

Purpose of the Classifications.

1. The classifications that are hereinafter set forth have been constructed with the view of their representing a general subject index to the files of each office. The subject matter of the paper determines the classification thereof (its file number) and therefore its location in the file.

General Classes of the Correspondence File.

2. The nine (9) general classes of the War Department Correspondence File are:

Class 000—General.
Class 100—Finance and accounting.
Class 200—Personnel.
Class 300—Administration.
Class 400—Supplies and equipment.
Class 500—Transportation.
Class 600—Buildings and grounds.
Class 700—Medicine, hygiene, and sanitation.
Class 800—Rivers and harbors.
Class 900—

Character of Subjects Included in Each Class.

3. A brief résumé as to the character of the subjects assigned to the general headings or divisions of the File, referred to in the preceding paragraph, follows:

Class 000, GENERAL.

The general class is, what the name implies, a class for filing general correspondence; by this is meant correspondence which is so general in its nature that it can not be properly classified into one of the other eight classes. A paper should never be classified under this group until it has been definitely determined that there is no suitable number in one of the specific groups. The subjects in this group are not confined to civil matters but apply to military as well. The subjects which necessarily fall in this group because of their general nature are, primarily: politics, religion, historical, crimes and criminals, penal institutions other than those of the Army, educational institutions other than the Army schools and colleges, conventions, fairs, soldiers' homes,

weights and measures, enterprises of all kinds, either civil or military, including Liberty loans, war-risk insurance, factories and photography; gratuity, charity, holidays, fine arts, laws and legal matters which include legal instruments, civil matters, courts and persons connected therewith; jurisdiction of the War Department, the President and Congress, the Executive Departments of the Government, statistics, maps, inventions, societies and associations, such as the Red Cross and the Y. M. C. A. Provision is also made for the filing of indexes pertaining to cities, towns, counties, countries, mountains, etc. There is also a place provided in the general group for filing indexes of new subjects which may arise, and a precedent file for decisions and papers which form precedents.

Class 100, FINANCE AND ACCOUNTING.

To this class belong all subjects of a fiscal nature, such as appropriations, disbursements, accounting for funds, accounting for property and supplies, claims of all kinds, accounts, contracts and all subjects incidental to contracts. Although the subjects in this class are used primarily for index purposes, they may be used also for the purpose of filing correspondence of a general nature; in other words, correspondence affecting the method or manner of making contracts, or general instructions relative to the letting or making of contracts. If it is simply a contract for supplies or buildings or accessories for a river or harbor, the papers may be classified under the particular kind of supplies or the particular kind of buildings, etc., processed with the process number in the process groups of 400, 600, or 800, for contracts.

Class 200, PERSONNEL.

This class is designed to include all subjects pertaining to persons, either commissioned officers, enlisted men, civilian employees, or civilians. The number 201 is used to file papers or indexes relative to a particular individual, either an officer, enlisted man, or civilian, and within the number referred to, the file is arranged alphabetically by names of individuals. The 200 group takes in all matters affecting pay and allowances, discipline, including morals and conduct, trials by courts-martial, military prisons, questions of race, funerals and burials.

Class 300, ADMINISTRATION.

This class takes in all matters on administration of the Army except discipline, including business methods and procedure, such as record systems, methods and forms of correspondence, means of communication; organization of the Army, including tactical and geographical organization; military control, efficiency of troops, muster rolls and returns, inspections, boards and councils, honors and ceremonies, foreign and international affairs; recruitment, recruits, assignment and enlistment of, and identification of; education and training of all branches of the Army, including the Army schools and staff colleges, target practice, practice marches, maneuvers, athletics, amusements, aviation, aeronautics, employment and movement of troops, plans and preparations for war and peace.

Class 400, SUPPLIES, EQUIPMENT AND SERVICES.

The first part of the 400 class is used for the different things that may happen to supplies and equipment, such as selection, adoption, sale, purchase, manufacture and distribution, and may be processed with the latter part of 400, which deals with the concrete supplies, such as building material, hardware, machines, tools, instruments, clothing, personal equipment, subsistence supplies, cleaning supplies, medical supplies, dental and laboratory supplies, veterinary supplies and instruments, supplies and equipment for transportation, including horses, vehicles, airplanes and harness, packing supplies, and supplies for boats; books, office and school supplies, fuel, forage, ice, supplies for funerals, armament and ammunition of all kinds, submarine mine equipment, rental services, telephone and telegraph services, sanitary services and various other services.

Class 500, TRANSPORTATION.

This group comprises all subjects pertaining to transportation of persons or supplies, either by land or water; tariff rates, transportation accounts and contracts, Army Transport Service and harbor boat service.

Class 600, BUILDINGS AND GROUNDS.

The 600 class is similar to the 400, in that the first part of the classification is taken up with the different things which may happen to buildings and grounds, such

as construction, repair, and protection of; and the latter part deals with the specific kinds of buildings and grounds, such as grounds, target ranges, etc., barracks and quarters for officers, enlisted men, and civilians; post buildings, hospitals, bakeries, kitchens, factories and shops, minor construction, fortifications, plants, and systems of various kinds, and reservations.

Class 700, MEDICINE, HYGIENE AND SANITATION.

This class deals with all matters affecting the health and sanitation of the Army, including medical examinations, surgical operations, admission of patients to hospitals, hygiene of the air and ground, ventilation, veterinary sanitation, diseases of all kinds, treatment for and prevention of; special treatments and practices, physiology and anatomy.

Class 800, RIVERS AND HARBORS.

The 800 class is also similar to the 400, in that the first part comprises the things that are done to rivers and harbors, and the latter part treats of the specific things, such as rivers, lakes, harbors, piers, bridges, wharves, etc.

Extent of Use of Classes.

4. The use of any or all classes is not restricted to any office, or division thereof, in which the system is authorized or prescribed, and no attempt should be made by any office to confine the classification of its correspondence to any one class, to the exclusion of the other eight.

Study of the System.

5. **UNLESS THE INDIVIDUAL WHO IS TO DETERMINE THE CLASSIFICATION TO BE ASSIGNED TO A PARTICULAR PAPER UNDERSTANDS THE SUBJECTS PRESENTED THEREIN AND IS SCHOOLED IN THE PROCEDURE OF ASSIGNING CLASSIFICATIONS, HE WILL NOT BE ABLE TO INTELLIGENTLY OPERATE THE SYSTEM, AND ANY ATTEMPT TO ASSIGN CLASSIFICATIONS UNDER SUCH CONDITIONS WILL RESULT IN CONFUSION AND THE FILING OF RECORDS UNDER ERRONEOUS CLASSIFICATIONS. TO OBVIATE THE POSSIBILITY OF SUCH CONDITIONS ARISING, OFFICERS AND CLERKS CHARGED WITH THE OPERATION OF THIS SYSTEM SHOULD MAKE A CAREFUL STUDY OF THE PRINCIPLES AND**

THE PROCEDURE OF OPERATION AS HEREIN PRESCRIBED.

The system is simple, and by careful study and application the principles can be grasped and understood in a few days.

Acquiring Knowledge of the ten Principal Classes.

6. A knowledge of the ten (10) principal classes of the classification should be acquired by all concerned, prior to their attempting to operate the system, so that a subject will readily suggest a general class number under which it falls, without reference to the table in paragraph 2.

Method Used in Speaking of Classification Numbers.

7. In thinking or speaking of the class numbers, to avoid confusion **always divide at the decimal point and name it,** e. g., 470.4 should be read "four seventy point four." If "point" was omitted the ear might readily interpret 470.4 as 474, while "four seventy point four" can never be misunderstood.

Use of Subjects for Index Purposes.

8. There are many subjects introduced in the classification that are primarily intended for index purposes, although no attempt can be made to specifically define which are, or are not, for the purpose in question. It will be necessary at times to use the subjects and numbers therefor for actual filing of correspondence, particularly when the subject pertains, for example, to changes in regulations, customs, instructions, laws, methods, contracts, etc., or rules and decisions relative thereto, or when only such subjects and no other concrete ones are involved.

Classifying by Subject of Document.

9. The words set opposite the decimal figures in this volume represent the subjects of papers and not the names of the papers themselves; hence the correspondence must be classified by the subject thereof and not by the name except as herein otherwise provided. For example:

300.4 is "orders," but in this group not a single order will be filed. The orders, themselves, considered as correspondence, will be filed according to the subject, or purpose of the order under the subjects, as for instance, orders for the change of station of the Seventeenth Infantry from Madison Barracks, N. Y., to Fort McPherson, Ga., would be filed under Seventeenth Infantry–370.5, as being the proper classification for that subject.

Method of Determining the Subjects of Communications.

10. Practical experience discloses the fact that many communications are of such character as to permit and warrant their being filed correctly under any one of two, or more subjects. In such cases, the proper classification will be determined by deciding what is the most definite,

important, and concrete subject appearing in the correspondence, and then by covering the remaining possible subjects, by the preparation thereunder of indexes, as by such subjects the correspondence may be called for or thought of at some subsequent date.

Use of Indexes.

Preparation of Indexes.

Indexes will be prepared on the printed form provided therefor. (See Appendix A.) This form shows the file number for the index, a concise and succinct brief of the communication and the file number under which the original papers are to be found. If several indexes are to be made on one communication and the same brief or purport will answer for all the indexes desired, carbon copies of the form in question can be made at one time, omitting at the time of the writing thereof, the index file numbers, and then completing the index sheets by entering on each the proper index filing number.

Index numbers on correspondence may be indicated under the file number assigned to such correspondence on the record copy thereof, by placing before such file numbers as are intended for index purposes, an "X," thus:

> 201—Jones, John, 1st Lt. C. A. C. (Classification number assigned to a communication.)
> X210.3 Ft. Screven, Ga.

Correcting Errors in Classifications Assigned Documents.

11. When papers are classed and filed incorrectly, or a number of papers on the same subject classed and filed under different heads, they should be brought together under the proper subject head, and an "incorrect classification sheet" (see Appendix C) prepared and placed in the folder where the wrongly classed papers were originally filed. An adequate description should be made of this misfiled paper on the "incorrect classification sheet," so that the subject matter contained thereon will furnish sufficient information to readily identify the wrongly classed paper. Much time and labor will be saved by the use of the above described method, and by withdrawing from the files papers incorrectly classed and indexes pertaining thereto.

Subjects not Provided for in the Classification.

12. There will be some subjects in correspondence which have not been provided for in the classification specifically by name. There will be found in the classification, however, subjects of a correlated or similar nature or class, so that when a subject is not found it should be looked for under the class to which it logically belongs.

The new subject should be given the number representing the class to which it belongs, or the subject to which it is most closely related, and indexed on index sheets under the name of the new subject, and the sheets in question filed under 009 arranged alphabetically. Notation of new subjects should then be entered in ink in the classification and alphabetical index in the manual. Obviously, it is impractical to provide for every subject specifically.

Inhibition Relative Addition New Numbers.

13. **THE ADDITION OF NEW NUMBERS, OR DECIMAL SUBDIVISIONS, OR FURTHER EXTENSION OF NUMERICAL DECIMAL SUBDIVISIONS, HEREIN PROVIDED, IS ABSOLUTELY PROHIBITED. A STRICT COMPLIANCE WITH THIS INHIBITION ON THE PART OF ALL CONCERNED IS ENJOINED. WHEN THE NECESSITY FOR NEW NUMBERS OR DECIMAL SUBDIVISIONS DOES ARISE THE SAME WILL BE THE SUBJECT OF REPORT TO THE ADJUTANT GENERAL OF THE ARMY, DIRECT, FOR CONSIDERATION.**

Methods of Extending the Classifications.

14. However, further extension of the classifications in this volume beyond those set forth is effected as hereinafter provided.

Use of Miscellaneous Groups and Divisions.

Numerical classifications, the last digit of which is nine (9) have been reserved throughout this work, as far as practicable, to represent a miscellaneous classification, for divisions or subdivisions, for the purpose of providing a classification, under which correspondence will be filed, the subject of which no provision has been specifically made within the division or subdivision to which it logically belongs. In assigning a numerical classification, in which the last digit is nine, to a piece of correspondence, such classification will be followed by a word or short, concise, explanatory phrase, in parenthesis, setting forth the purport of the communication, this for the purpose of alphabetical filing within the numerical classification, which is prescribed in such cases For example, under 210.6 details, provision has been made for only a limited number thereof. Let us assume that a detail in charge of confidential mail is the subject of correspondence; no provision for this detail has been specifically made by name in the extension of the classification, under the subdivision 210.6. Therefore, to provide for the necessary expansion and flexibility, and at the same time not violate the provisions of paragraph 13,

recourse must be had to the miscellaneous classification, and the correct file number assigned to the document in question would be 210.69 (confidential mail). Similar procedure will accordingly govern in other instances.

Use of Classifications Pertaining to General Subjects Covering a Number of Specific Ones.

It is to be noted that a number of the subdivisions herein, have under the general subject a number of specific subjects, printed in small type, as for example, 421 uniforms, and provisions for expansion of such subdivisions is provided for by the arrangement alphabetically within the numerical classification, of the specific printed subjects, to which reference has just been made.

Addition of New Subjects and Procedure in Use Thereof.

These subjects printed in small type, it must be remembered, are only suggestions as to the possible ones that are capable of being classified under the groups in question, and allied or correlated subjects, of which no specific mention has been made, are authorized to be added as exigencies and governing considerations warrant. In the use of such groups, use the printed decimal number representing the general subject, and in parenthesis thereafter, place either the name, if any, of the desired extended specific subject appearing in small type under the particular classification to be used, or the new subject which should be added thereto. In expressing the subject, use the name of the concrete subject first, followed by qualifying or descriptive words. For example under 413. 8 there are mentioned a varied class of machines. If a communication is received concerning a machine not thereunder specifically mentioned, and which should, from its character, be given the aforesaid classification, the same would be effected by assigning to the correspondence in question, the number 413.8 and writing thereafter in parenthesis, the name of the machine which is the subject of the paper, as—

413.8 (Tiering).
671 (Plants, filtration).
421 (Shoes, field).

By this procedure unlimited extension and flexibility is introduced in such subdivisions, but again not by the addition to, or the further extension decimally of, the numbers that represent such groups.

Alphabetical Filing.

15. Alphabetical filing within any numerical classification may be followed whenever desired, provided such procedure is rendered possible by the general character of the subject covered by the classification. For ex-

ample, under 410.2 metals, correspondence pertaining to specific metals can be advantageously filed alphabetically, by name of each specific metal, within the numerical classification, by assigning to the correspondence the number 410.2 and writing thereafter in parentheses the name of the specific metal, which may be the subject of the correspondence. Likewise under 411.6 alphabetical filing of correspondence on the subjects therein mentioned can also be effected, if desired, by assigning to correspondence relating to any specific subject, of those in question, the number 411.6 and writing thereafter, in parentheses the name of the specific subject, as for example, 411.6 (glue).

Again in similar manner, under 112 Appropriations Proper, alphabetical filing by names of appropriations and by fiscal years is possible, if so desired.

Alphabetical Index and Use Thereof.

16. An alphabetical index of all subjects herein is provided in order that any particular subject in the classification may be readily possible of location. Whenever a subject is found in the index, the number to which reference is made will be consulted in the classification, as the same may be further subdivided or there may be other numbers in the same group more appropriate for use than the one located in the index.

Purpose of Index.

17. The index referred to, supra, is to be used only as a guide in directing those who are not thoroughly familiar with the classification to the proper section of the book in which the specific subject matter may be found. It is in no way an essential, and failure to consult the classifications as herein provided, after reference to the index, will inevitably result not only in erroneous but absurd classifications.

Geographical, Local, or Organizational (Tactical Units) Divisions of the Files.

18. In order that all correspondence which pertains to one place, locality, or organization may be filed together, file drawers will be arranged so that there will be space for papers which do not relate to any particular place or organization in one group of file drawers. This is the general file. In addition to this general file, wherein provisions will be made for filing correspondence embracing subjects from 000 to 800, there may be arranged in separate filing drawers guide cards for the numbers 000 to 800, for each place, organization, or vessel and in these drawers there will be filed all correspondence for such places, organizations, and vessels; e. g., if it is desired to file all correspondence concerning

Fort Screven, Ga., in one place, a guide card marked Fort Screven will be placed in the proper drawer of the geographical file; following this guide card there will be guides showing the nine numbers 000 to 800, and all correspondence pertaining specifically to Fort Screven will be filed behind these guide cards. All important subjects appearing in the correspondence affecting Fort Screven will be indexed in the general file, so that precedents and matters of policy, etc., may be located when the name of the place is not known. Thus, in large offices, there may be two sections of the files—one having the numbers running consecutively from 000 to 800 (general file) and the other having the numbers arranged from 000 to 800 for each city, post, station, depot, organization, vessels, etc. (geographical or organizational file).

Papers which do not relate to any particular place or organization will be marked simply with the classifications number, but papers which do relate to some particular place or organization will be marked with the classification number, followed by the name of the place or organization to which they pertain and filed accordingly in the appropriate geographical or organizational file.

Processing and Method Thereof.

19. In groups 210, 220, 230, 400, 600, and 800 there are a number of concrete subjects (a concrete subject is something that can be seen, touched, weighed, has form and substance, is material as distinguished from abstract subjects, such as officers, enlisted men, employees, various kinds of supplies and equipment, various buildings and plants), to which concrete subjects various operations or processes are common; for instance, to all grades of officers the processes of appointment, examination, promotion and retirement are common.

The same is true of enlisted men and employees, with certain well-defined differences of methods and forms of processes. To all classes of supplies and equipment the processes of selection, adoption, purchase, manufacture, inspection, use and keeping in repair or maintenance are common. To all kinds of buildings, structures and grounds the processes of construction, installation, improving, maintaining, preserving, repairing and altering are common. To these processes, which are common to the various subjects, there have been assigned numbers between the group designations and the succeeding sub-

divisions of these group numbers; 210–211, 220–221, 230–231, 400–401, 600–601, and 800–801. Thus all processes are represented by numbers containing the cipher next to and preceding the decimal point. In practical use, the number indicating the concrete subject will be used for correspondence filing, but this number will be used, in conjunction with, and subdivided by, the numbers representing the processes. For this purpose, the three digits which precede the decimal point of the number representing the process are dropped and the remainder of the process number affixed after a dash to the number representing the concrete subject. This is illustrated as follows: Ammunition for seacoast guns is 471.3, manufacture of, 400.17; therefore for a communication regarding the manufacture of ammunition for seacoast guns, the file number would be 471.3–17, the 400 having been dropped. Musicians, 221; nonmilitary employment of enlisted men, 220.4; therefore for a communication regarding the employment of musicians of the Army outside of the service, the file number would be 221–4, the 220 having been dropped. Other illustrations can be taken from the text of the classification.

Limitations in Use of Process Numbers.

20. The process numbers under 210 may be used only with concrete subjects under 211; the process numbers under 220 only with concrete subjects under 221; the process numbers under 230 only with concrete subjects under 231; the process numbers under 400 only with concrete subjects between 410 and 490; the process numbers under 600 only with the concrete subjects between 610 and 680; and the process numbers under 800 only with concrete subjects between 810 and 830.

Classifying and Filing of Correspondence Pertaining to Individuals.

21. A great deal of correspondence of the Military Establishment, especially in the field, is entirely relative to prospective or individual officials, officers, enlisted men and employees of the War Department. Whenever an individual connected with the department is the subject of correspondence there has been assigned one number, 201, under which all such correspondence will be filed. Under this number, guide cards will be placed, alphabetically arranged, behind which the folders (one for each name) containing correspondence relative to the individual officials, officers, enlisted men and employees will be placed in alphabetical order, by the names of the individuals. The correspondence filed under 201 should

be indexed to the proper subject. The paper is filed under 201, because the individual is the important object of the communication, although not the subject; the subject under which the paper is indexed is ordinarily used for statistical data only.

Whenever the names of several individuals are mentioned in correspondence, the papers will be properly classified and filed under the subject of the paper, and proper indexes will be made under each individual's name under 201.

Advantages in Filing Under 201.

22. The advantage of filing under 201 is that in the folder for each person will be found everything concerning the individual regardless of its character, while if the papers in question were filed under the actual subject thereof it would be necessary to examine the indexes placed in the 201 folder and then withdraw the documents from the various folders of the subjects filed in different places. Filing under 201 facilitates producing all correspondence concerning any one person in that it is found in the first place for which looked, viz, under the name.

Filing of Correspondence Pertaining to Civilian Firms or Individuals.

23. The so-called personnel, or 201 file, may also be used either for purposes of filing correspondence pertaining to, or indexing names of, firms or corporations and individuals that are not connected with the Military Establishment nor form an integral part thereof. Where practicable, this class of correspondence may be appropriately classified and filed under the subject of the paper and indexed under the name of the firm or individual with whom the correspondence is had. This procedure will facilitate the finding of the papers when a call therefor is made.

Arrangement of Papers in a File.

24. Alphabetical, chronological, or other appropriate subdivisions of papers under any file number may be used whenever necessary.

Precedent File and Instructions for Operation Thereof.

25. A precedent file will be established in each office, in which will be filed copies of all decisions, opinions, and unusual cases which may be valuable in the future, for guidance of the office in similar cases. The file number 008 is arbitrarily selected and designated as the number under which these copies will be filed. Decisions and opinions may arise under any or all of the subjects of the classification, and when they do copies of the indorsements, letters, orders, etc., containing decisions showing the particular file number of the classification under

which the decision has arisen, will be filed under the number selected to hold the precedent file—008. The copies of decisions, opinions, etc., filed under this number will be placed so that the papers with the smaller file numbers are in the front, running to the larger file numbers in the rear, arranged in the same order as the file numbers are arranged in the classification.

Instructions Relative Placing Classification Numbers on Correspondence.

26. *On incoming mail.*—After the subject of the communication has been determined, the proper classification file number therefor will be entered in the upper right-hand corner, about 1 or 1½ inches from the top and along the right edge of the original paper and carbon copy thereof, if one has been received, and also on all inclosures thereto. Preceding the classification number there will be entered the office designation and immediately thereunder there may also be entered the date that the classification was effected. For this purpose a two-line mortise rubber stamp, with changeable dates, has proved very satisfactory. Following the instructions as herein set forth, the file number on a communication in question would appear in the following form:

Hq. E.
Apr. 16, 1918 201, Jones, John, 1st Lt. C. A. C.

On outgoing mail.—On original letters only the number thereof, together with such office initials and proper explanatory phrases as are necessary, will be entered in the upper left-hand corner. Communications which are returned or forwarded by indorsement, the file number pertaining to the latter will be placed immediately above the indorsement, on the left-hand side of the page, and in a line with the serial number of the indorsement, and will be the same as that assigned to the communication upon receipt thereof in the office taking action, which will be indicated, as previously described, along the right edge of the original copy of the communication. In preparing record copies of this class of correspondence for file, the procedure therefor will be the same as set forth in the case of incoming mail.

File Numbers—of What They Consist.

27. The file number assigned to any piece of correspondence consists not only of the Arabic characters but all initials, explanatory phrases, or words used in conjunction therewith, both of which must be stated when reference is had to a file number.

Suspension or Followup File and Instructions for the Operation Thereof.

28. In one file drawer there will be filed copies of letters and indorsements requiring replies or compliance with directions contained therein. These copies will be arranged under the names of the months and within the months by days thereof between appropriate guide cards. Each day this file will be examined, checked and the necessary follow-up letters written.

In order to keep successfully a check on suspended cases a definite plan must be adopted and known to each officer and clerk conducting correspondence. The following scheme has been worked successfully in connection with the War Department Correspondence File: arbitrarily fix a date on which papers must be returned or reply received, and in writing the indorsement or letter place in the upper right-hand corner of indorsement or letter the date that has been decided on for return or reply, to wit: if the indorsement or letter is written on September 1 and the return of the paper or reply is desired by September 10, place in parenthesis in the position indicated above, the figures representing the month, day and year that response is desired, as (9/10/17).

Instructions for Filing Documents.

29. Documents and records will not be filed until all necessary action has been taken. In filing observe the following points:

1. Examine records and documents and ascertain if all necessary action has been taken.
2. Examine records and ascertain if the necessary cross references have been made.
3. Examine records and ascertain if a suspended case, and if so, see that the necessary suspension sheet has been made and filed.
4. File no papers unless such action has been specifically indicated thereon by a duly authorized executive.
5. In filing, see that the folder is properly numbered and placed in the right place in the file.
6. If a paper or record is taken from the files **CHARGE IT TO THE PERSON TO WHOM IT IS DELIVERED**, on forms provided for the purpose, or on sheets of paper (see Appendix D).

Finding Sheets or Lists of Papers.

30. A sheet is provided for listing papers which may accumulate under any one subdivision of the file, which is called a finding sheet or list or papers, the object of which is to find a particular paper in a file without having

to handle each individual paper separately. (See Appendix E.)

Entering Communications on Finding Sheets.

31. The papers are listed on the "finding sheets" by date and subject thereof, serially and chronologically, according to the date of their receipt. The serial numbers on the finding sheet will be the same as those indicated on the corresponding individual cases, of which it forms a brief.

When a communication is received which is closely related to or forms a part of a previous one, the former will invariably be filed with the latter in its proper chronological sequence, but on the finding sheet a chronological entry thereof will be made regardless of its relation to any previous papers, and the following entry will be made in the column provided for the serial number: "Filed with number ———" (insert the appropriate number of the case to which the papers have been attached).

Filing of Finding. Sheets.

32. Finding sheets will be filed in the same folder as the papers to which they pertain but should not be bound thereto. They should be kept separate and bound together, as circumstances render such action necessary.

Removal of Finding Sheets From the File.

33. Finding sheets should never accompany previous papers when they are removed from the file, the advantage of this being that even though all the actual records are out of the files the finding sheets being left therein will show what papers the files should contain.

Instructions Relative Use of Finding Sheets.

34. In using the finding sheet to locate specific communications in a file, first locate on the sheet in question the purport or brief of the correspondence. Having found the same note the serial number assigned thereto on the finding sheet, and then with this number as a key or argument enter the file of papers, and the correspondence can be readily located.

Filing Equipment.

35. A description of the filing equipment necessary for the operation of this system follows:

Vertical filing units.

Guide cards.—Made of pressboard with projecting tabs.

Folders.—Manila, one-half inch shorter than the guide card, and cut with tabs of one or two divisions as desired.

Fasteners.—Required to bind papers together. Acco or similar fastener.

Punch.—Required to punch holes in papers for insertion of fastener.

Set rubber type.—Box containing figures and letters, in two styles type, one size one-half inch, one size one-fourth inch in height.

Office stamps.—Such rubber or metal stamps as are required.

Blank Forms Used in Operation of System.

36. The blank forms appearing in Appendixes A to E, inclusive, are prescribed for use in all offices using the War Department correspondence file, except the bureaus of the War Department, in which the use of the forms in question is optional.

Installation of the System.

37. Arrange the vertical filing drawers in groups in the most convenient manner.

Prepare the necessary guide cards for the file, by stamping the number of at least every tenth subdivision of the classification on the tab of the guide card, the numbers to be used being 000, 010, 020, 030, 040, 050, 060, 070, 080, 090, 100, 110, 120, etc., and also guide cards with tabs in first position, necessary for the name of each place or organization, as explained under paragraph 18 herein, arranged alphabetically and numerically in separate drawers from the decimal numerical guide cards.

Distribute these cards equally throughout the drawers, commencing with the smallest number and starting with the drawer on the upper left-hand corner, working the cases down or crosswise, and secure the cards by running through the eyelet at the bottom thereof the fastening rod in the drawer.

Labeling Drawers of Filing Units.

Label the outside of each drawer showing what classifications are to be accomodated therein; for example 000 to 150, 151 to 199.

The file is then ready for the reception of records and documents, which, however, must not be placed in the drawers except in the manila folders provided for that purpose.

Use of Folders.

38. After the insertion of guide cards, as indicated in the preceding paragraph at the installation of the system, guide cards and folders will be made up and placed in the files only as required. Folders will not be made up and placed in the files until there are papers actually to be filed in the folders.

Proportion of Guide Cards to Folders.

39. In the operation of the files it has proved effective to insert appropriate guide cards for every 15 or 20 folders.

Arrangement of Papers in Files.

40. Papers will be filed flat in folders, in the vertical drawers. The face of the paper, when placed in the folder, will be toward the front of the drawer, the left-hand edge resting on the bottom of the file case. The classification numbers in each drawer will be placed so that the smaller numbers are in front running to the larger ones in the rear, arranged in the same order as the numbers are arranged in this classification.

Summary.

41. The remarks in this introductory note call to the attention of the reader in a very general manner some of the salient points in the operation of the system. It is impracticable to attempt to treat in the abstract of specific cases, which will confront all operators. A study of the character of the correspondence appertaining to each office, experience and the application of ingenuity will suggest short cuts and methods of filing and clarify many points which at this place may not be thoroughly understood, and will produce better results than to attempt herein an explanatory, abstract discourse.

○ Punch ○ Punch

File under No.

INDEX SHEET.

[Printed on yellow paper.]

SYNOPSIS.

Documents filed under No.

Instructions: Under "Synopsis" make brief entry showing date of communication and from whom received, and synopsis sufficient to identify the papers. When these index sheets become numerous under a subject they will be entered on the consolidated index sheet and then destroyed.

Q. M. Form No. 489.

○ Punch ○ Punch

Instructions: This form will be used to consolidate indexes that become numerous under any number.

CONSOLIDATED INDEX SHEET.

File under No.

Date.	Synopsis.	Documents Filed Under.

Q. M. Form No. 489a.

INCORRECT CLASSIFICATION SHEET

[Printed on light green paper in red ink.]

Papers originally misfiled under.....

Correct classification number.....

From: Dated:

To: Rec'd:

SYNOPSIS:

INCORRECT CLASSIFICATION SHEET

INCORRECT CLASSIFICATION SHEET

INCORRECT CLASSIFICATION SHEET

Q. M. Form No. 437.

File No.

OUT-CHARGE SHEET.

[Printed on blue paper.]

Date charged out

Charged to

Remarks:

Instructions: If a document or record is taken from the files, charge it to the person to whom delivered. Make charge sheet in duplicate. Place one in record file and one in suspended file, used for follow up on "out-charge sheet."

Q. M. Form No. 492.

Punch Punch

LIST OF PAPERS.

[Printed on light manila.]

File under No......

Serial Number.	From—	Date.	To—	Synopsis.

Instructions: When papers on a subject become numerous they will be numbered serially and brief entries made on this form.

Q. M. Form No. 490.

CLASSIFICATION.

GENERAL HEADINGS.

000 General.

100 Finance and accounting.

200 Personnel.

300 Administration.

400 Supplies, equipment and services.

500 Transportation.

600 Buildings and grounds.

700 Medicine, hygiene and sanitation.

800 Rivers and harbors.

900

000 GENERAL.

010 Laws and legal matters.

020 War Department. (Powers, functions, etc.)

030 President and Congress of the United States.

040 Executive departments of the United States.

050 Statistics.

060 Maps, charts, and tables.

070 Inventions.

080 Societies and associations.

090 Local affairs.

000 GENERAL.

000. 1 Politics.

000. 2 Political.

(Parties, campaigns, demonstrations, elections, election day, confiscations, slaves, slavery, extradition, neutrality.)
(For offenses see 000.51.)

000. 3 Religion.

(Churches, denominations, sects, orders, organizations, ceremonies, services in the Army, Sunday observance, desecration of churches, clergy, clergymen, ministers, preachers, priests, monks, bishops, cardinals, elders, deacons, missionaries, friars, vicars, nuns, sisters of charity.)

000. 4 Historical.

(Antiquities, relics, curios, Declaration of Independence, coats of arms, museums, Northwest Territory, historical landmarks, ruins, archaeological sites, reconstruction period, massacres, etc.)

000. 5 Crimes, offenses and criminals.

000. 51 Crimes and offenses.

(Anarchy, bribery, collusion, treason, conspiracy, counterfeiting, felony, forgery, fraud, graft, illicit traffic, murder, mutiny, perjury, piracy, robbery, theft, smuggling, swindling, abandonment, nonsupport, discrimination against uniform, revolutions, rebellions, secessions, sedition, assassinations, sabotage, rioting, disrespect to flag, evasion of military or naval service.

000. 52 Offenders and criminals.

(Adventurers, anarchists, counterfeiters, impostors, incendiaries, outlaws, pirates, smugglers, slackers, murderers, thieves, robbers, traitors, agitators.)

000. 59 Miscellaneous.

000. 6 Penal institutions, civil. (For military, see 252.)

(Prisons, penitentiaries, reformatories.)

000. 7 Publicity and public press.

000. 71 Interviews and giving out information

000. 72 Secret and confidential matters.

000. 73 Censorship.

000. 74 Press agents.

000. 75 Press clippings.

000. 76 Newspapers and magazines.

000. 761 Press syndicates, Associated Press.

000. 77 Newspaper correspondents, writers and photographers.

000. 78 In aid of militia.

000. 79 Miscellaneous.

000. 8 Educational institutions, civil. (For military, see 350.)

(Legislation and laws affecting graduates of public and normal schools, colleges and universities, sectarian schools and colleges, cadets in National Guard; military training of cadets; cadets as part of National Guard; degrees.)

000. 9 Miscellaneous.
000. 91 Camouflage.
000. 92 Fires, cyclones, hurricanes, storms.
000. 93 Accidents.
000. 94 Animals, birds, reptiles, vermin, rodents, rats, mice, insects, bugs, snakes, worms.
000. 95 Homesteads, grants, bounties.
000. 96 Traffic.
000. 961 Traffic regulations.
000. 962 Nuisances.
000. 963 Deaths.

001 Conventions, expositions, fairs, reunions, meetings, celebrations, jubilees, etc.

(Exhibits and lectures at.)

002 Soldiers' Homes, and admission to.

(National, Volunteer, Confederate.)

003 Weights, measures, and monetary systems.

(Metric system, coins and coinage.)

004 Commercial enterprises, projects, and plants.

004. 001 Taken over by Government.
004. 002 Commandeered.
004. 003 Protecting, guarding.
004. 004 Priority orders.
004. 01 Addresses and names of.
004. 02 Agents and powers of attorney.
004. 03 Business standing.
004. 04 Firms and corporations.
004. 041 Hotels, restaurants, stores, cafés, saloons, lunch rooms, boarding houses, lodging houses, and other.
004. 05 Civil hospitals. (For military, see 323.7.)
004. 1 Merchants and merchandising.
004. 11 Cooperative stores.
004. 12 Business.
004. 2 Banks and banking.
004. 21 Investments.

004.3 Loans.
004.31 Loan sharks.
004.311 Usury.
004.32 Pawnbrokers and shops.
004.33 Loans to United States Government.
004.331 Liberty loans.
004.332 War saving stamps; thrift stamps.
004.34 Loans of U. S. Government to others, as allies.
004.39 Miscellaneous.
004.4 Factories and manufacturing establishments.
(Powder factories, airplane factories, ammunition factories, etc.)
004.401 Capacity or output.
004.402 Night operations.
004.5 Photography.
004.51 Photography (still).
004.511 Photographs, pictures, titles and subtitles of.
004.52 Moving pictures, photography.
004.521 Moving pictures, titles and subtitles of.
004.6 Insurance.
004.61 Life.
004.611 Government insurance.
004.612 War risk insurance.
004.6121 Applications for.
004.6122 Credit sales.
004.6123 Premiums for.
004.6124 Certificates.
004.6125 Transfer to civilian companies.
004.6126 Policies, and changes in forms of policies.
004.6129 Miscellaneous.
004.62 Fire.
004.63 Marine.
004.69 Miscellaneous.
004.7 Agencies. (See also 004.02.)
004.71 Employment agencies.
004.8 Government control, including railroads, vessels, and other utilities.
004.81 Government ownership.
004.9 Miscellaneous.
004.91 Shipyards and shipbuilding plants.
005 Gratuity and charity.
(Gratuities, prizes, contributions, gifts and presents, donations.)

006 **Holidays.**

007 **Fine arts.**

(Music, national anthems, patriotic songs, miscellaneous airs, portraits, paintings, sculpture.)

008 **Precedents.**

(A precedent file will be established in each office in which will be filed copies of all decisions, opinions, and unusual cases which may be valuable in the future for guidance of the office in similar cases. The file number 008 is arbitrarily selected and designated as the number under which these copies will be filed. Decisions and opinions, may arise under any or all of the subjects of the classification, and when they do copies of the indorsements, letters, orders, etc., containing decisions showing the particular file number of the classification under which the decision has arisen will be filed under the number selected to hold the precedent file—008. The copies of the decisions, opinions, etc. filed under this number will be placed so that the papers with the smaller file numbers are in the front, running to the larger file numbers in the back, arranged in the same order as the file numbers are arranged in the classification.)

009 **New subjects.**

010 Laws and legal matters.

010. 1 Constitutional law, State rights.
010. 2 International law.
010. 3 United States laws and statutes.

(Revised Statutes and amendments, statutes at large, codes and codifications, penal code, civil code, special public laws, including post laws as to auto speed, etc.; laws affecting National Guard.)

010. 4 State and Territorial laws.

(Probate laws, common law.)

010. 5 Municipal ordinances.
010. 6 Military laws.
010. 7 Maritime laws.
010. 8 Regulations (other than military).

(Authority to prescribe, construction, waiver.)

010. 9 Miscellaneous.
010. 91 Foreign laws.

011 Enactment of laws.

011. 1 Affecting organization of the War Department.
011. 2 Affecting organization of the Army.
011. 3 Affecting personnel of the Army.
011. 4 Affecting pay of the Army.
011. 5 Affecting civilians connected with the Army.
011. 6 Affecting Militia or National Guard.
011. 9 Miscellaneous.

012 Taxation and tariff.

012. 1 Exemption from.
012. 2 Taxes.

(Inheritance, income, internal-revenue, stamp, land, etc.)

012. 3 Taxation.
012. 301 Licenses.
012. 31 Under State and Territorial laws.
012. 311 Government property or operations.
012. 312 Government agencies.
012. 313 Officers and soldiers.
012. 314 Ex-soldiers, pensioners.
012. 315 Militia or National Guard, or property of.
012. 319 Miscellaneous.
012. 32 Under laws of possessions.
012. 33 Under laws of the United States.
012. 34 Under foreign laws.
012. 39 Miscellaneous.

012. 4 Tariff duties.
012. 41 Free entry into United States.
012. 411 Personal property.
012. 412 Public property.
012. 42 Free entry into foreign countries.
012. 421 Personal property.
012. 422 Public property.
012. 43 Port dues and charges.
012. 44 Tonnage dues.
012. 49 Miscellaneous.

013 Legal instruments, persons, actions, and representatives.

013. 1 Legal instruments and papers.

(Caveat, search, and other warrants, writ of habeas corpus, oaths and affidavits, deeds and mortgages.)

013. 2 Persons pertaining to law and courts.

(Judges and justices, juries and jurors, counsel, and applications for, parties, plaintiffs, and defendants; solicitors and attorneys, admission and disbarment; witnesses, notaries public, coroners.)

013. 3 Actions, proceedings, trials.
013. 31 Condemnation proceedings.
013. 32 Injunctions.
013. 33 Indictments.
013. 34 Judgments.
013. 35 Inquests.
013. 36 Evidence and testimony.
013. 361 Depositions.
013. 362 Subpœnas.
013. 37 Trials.
013. 39 Miscellaneous.
013. 4 Legal representatives.

(Heirs, parents, guardians, guardianship, receivers, trustees, executors, administrators.)

014 Civil matters.

014. 1 Civil government.
014. 12 Civil authorities.

(State, Territorial, county, city, municipal, township authorities; as governors, mayors, aldermen, sheriffs, bailiffs, detectives, chiefs of police, policemen, constables, councilmen, State representatives, senators, etc.)

014. 13 Relations between civil and military authorities.
014. 14 Jurisdiction of local governments over Federal property and operations

014. 2 Civil life and process.
014. 3 Civil status and relations.
014. 31 Aliens.
014. 311 Alien enemies, and rights of.
014. 32 Naturalization.
(Eligibles, noneligibles, qualifications, courts having jurisdiction, procedure, manner of naturalization.)
014. 33 Citizenship.
(Acquisition of; loss of; restoration of; repatriation, expatriation.)
014. 34 Residence.
(Temporary, local residence or domicile, change of.)
014. 35 Voting.
(Qualifications prescribed by States, disqualifications as deserters, etc.)
014. 36 Civil marriages.
014. 37 Occupations, trades, vocations, or professions.
014. 38 Citizens' names, and changes of.
014. 39 Miscellaneous.
014. 391 Immigrants.
014. 392 Emigrants.
014. 393 Deportation or exile.
014. 4 Civil obligations, duties, functions, rights, etc.; as constitutional privileges, statute of limitations, franchises, freedom.
014. 5 Civil prisoners or convicts.
014. 51 Use of by Government.
014. 52 Escape of.
014. 521 Apprehension of.
014. 53 Death of
014. 54 Pardon of.
014. 59 Miscellaneous.
014. 6 Civil expenses.
014. 7 Holding office. (Civil or military.)
014. 9 Miscellaneous.

015 Courts.

015. 1 Supreme Court of the United States.
015. 2 Circuit courts of appeal and district courts.
015. 3 Territorial and other United States courts.
015. 4 State courts.
(Supreme courts of States, appellate courts, trial courts.)
015. 5 Prize courts and courts of claims.
015. 6 Municipal or city courts; police court.
015. 9 Miscellaneous.

016 **Decisions and Opinions.**

(Attorney General, Judge Advocate General, Comptroller of the Treasury, Auditor for War Department, War Department, Secretary of War, Chief of Staff, Provost Marshal General, Heads of War Department bureaus, department, division, brigade, post commanders and staffs.)

017 **Maritime matters.**

017.1 Navigation charges.

017.2 Navigation regulations.

017.3 Salvage.

017.9 Miscellaneous.

020 War Department (powers, functions, jurisdiction, administration).

020. 1 Secretary's office, and the Secretary of War.
020. 2 Assistant Secretaries' offices, and Assistant Secretaries.
020. 3 Assistant and Chief Clerk's office, and Assistant and Chief Clerk.
020. 4 Divisions.
(Disbursing, appointment, mail and record, supply, requisitions and accounts, correspondence, telegraph, advertising.)
020. 5 Shops and stables.
(Carpenter shop, bindery, stables.)
020. 6 National military park commissions.
020. 7 Panama Canal and Panama Railway Co.
020. 8 Bureau of Insular Affairs.
020. 9 Miscellaneous.

021 Adjutant General's Office.

022 Office Quartermaster General.

023 Office Chief of Ordnance.

024 Office Surgeon General.

024. 1 Army Medical Museum and Library.

025 Office Chief Engineers.

026 Office Chief Signal Officer.

027 Office Inspector General.

028 Office Judge Advocate General.

029 Miscellaneous.

029. 1 Officer in charge of public buildings and grounds
029. 2 Superintendent of State, War, and Navy Departments buildings.
029. 21 Assignment office rooms.
029. 3 Office Chief of Militia Bureau.
029. 4 Office Chief of Tank Corps or Bureau.
029. 9 Miscellaneous.

030 The President and Congress of the United States.

031 The President (The White House).

(Veto power, inauguration, proclamations.)

031. 1 The President as Commander in Chief of Army and Navy.

031. 2 The President personally.

031. 3 The Secretary to the President.

032 Congress.

(Acts, of joint resolutions, thanks of, congressional action, legislation, Congressmen, Library of Congress, Capitol, joint committees and reports of.)

032. 1 House of Representatives.

(Speaker, officers of, Representatives, resolutions, bills, documents, committees and reports of, Office Building.)

032. 2 Senate.

(Vice-President or presiding officer, officers of, Senators, resolutions, bills, documents, committees and reports of, Office Building.)

032. 3 Requests from for information.

040 Executive departments of the United States.

040. 1 Government Printing Office.
(Public Printer, Superintendent of Documents.)
040. 2 Civil Service Commission, District civil-service boards.
040. 3 Interstate Commerce Commission.
040. 4 Smithsonian Institution, National Museum.
040. 5 General Supply Committee (boards of awards).
040. 6 Bureau of American Republics.
040. 7 United States Geographic Board.
040. 8 Hall of Records.
040. 9 Miscellaneous.

041 The Department of State.

041. 1 Officers. (Secretary of State, assistants, etc.)
041. 2 Bureaus, etc.
(Consular, Consular Service, Diplomatic Service, military attachés, ambassadors, ministers, citizenship, passports, etc.)

042 Treasury Department.

042. 1 Officers. (Secretary of Treasury, assistants, etc.)
(Treasurer of the United States, comptroller, auditor for the War Department, and other departments, Supervising Architect, Director of Mint, customs and internal revenue officers, etc.)
042. 2 Bureaus.
(Public Health, Printing and Engraving, Life-Saving Service Coast Guard or Revenue-Cutter Service, Secret-Service, Section Surety Bonds, Internal Revenue, War Risk Insurance, Customs Service, etc.)

043 Post Office Department.

043. 1 Officers.
(Postmaster General, assistants, postmasters, postal agents, etc.)
043. 2 Bureaus, etc.
(Dead-Letter Office, Parcel-Post System, Rural Free Delivery, Postal Savings System, Postal Conventions, Postal Unions, Post Offices.)

044 Department of Justice.

044. 1 Officers.
(Attorney General, Solicitor General, attorneys, agents, solicitors, etc.)
044. 2 Bureaus, etc.

045 **Navy Department.**

045. 1 Officers of Department. Secretary of Navy, assistants, etc.)

045. 2 Bureaus, etc.

(Navigation, Construction and Repair, Steam Engineering, Yards and Docks, Hydrographic Office, Bureau of Ordnance, Bureau of Supplies and Accounts, etc.)

045. 3 Marine Corps.

(Marine Band, cadets, officers, enlisted men, marine artillery, marine brigades, etc.)

045. 4 Fleets, squadrons, flotillas, groups, convoys, and stations, navy or naval.

045. 5 Officers of the Navy (naval officers).

045. 6 Enlisted men or sailors.

045. 7 Naval forces.

(Reserves, militia, patrols, patrol systems, regulations, etc.)

045. 8 Naval schools.

(Naval War College, Naval Academy, naval aviation schools, naval cadets or midshipmen, etc.)

045. 9 Miscellaneous.

(Construction and defense, mines, districts, bases, records, war records, warfare, war games, badges, hospitals, etc.)

045. 91 Naval reviews.

045. 92 Vessels.

045. 93 Operations and movements.

046 **Interior Department.**

046. 1 Officers. (Secretary of Interior, assistants, etc.)

046. 2 Bureaus, etc.

(Returns Office, General Land Office, land offices, national parks, Patent Office, Pension Office, records, Indian affairs; Indian tribes, agencies, schools, prisoners; Esquimos, Alaskans; Bureau of Mines, tests of coal by; Geological Survey, Reclamation Service, etc.)

046. 3 Government Hospitals for the Insane.

(Admission of civilian employees, ex-regular officers and soldiers, ex-volunteer officers and soldiers; enlisted men of Regular Army, National Army, Volunteers, Philippine Scouts; Army officers, contract surgeons, Army field clerks, field clerks, Q. M. C., etc.)

046. 39 Miscellaneous.

(Escorts for insane, reports of changes, etc.)

046. 4 Alaskan Engineering Commission.

047 **Department of Agriculture.**

047. 1 Officers. (Secretary of Agriculture, assistants, etc.)

047. 2 Bureaus, etc.

(Weather Bureau, meteorological observations, rainfall, Forest Service, Plant Industry, Bureau of Animal Industry, and Bureau of Chemistry, etc.)

048 **Department of Commerce.**

048. 1 Officers. (Secretary of Commerce, assistants, etc.)

048. 2 Bureaus, etc.

(Bureau of Standards, Bureau of Lighthouses, Bureau of Census, Coast and Geodetic Survey, Steamboat-Inspection Service, Bureau of Navigation, Statistical Interdepartmental Committee, etc.)

049 **Miscellaneous.**

049. 1 Department of Labor.

049. 11 Officers. (Secretary of Labor, assistants, etc.)

049. 12 Bureaus, etc.

(Immigration, Naturalization, Labor Statistics, Children's, etc.)

050 **Statistics.**

051 **Armies of the Civil War.**

(Union, Confederate.)

052 **Battles and Battle Reports.**

(Chronological lists, etc.)

053 **Vital.**

(Losses, mortality, births, and deaths, insanity, health, etc.)

054 **Prisoners of War.**

(Union, Confederate, German, and other.)

055 **Wars**

(Colonial, Indian, Revolutionary, War of 1812, Mexican War; Civil, War or War of the Rebellion, Union, Confederate; Spanish War, Philippine Insurrection, Foreign wars, Whisky Rebellion and Insurrection, European War, etc.)

056 **Army Statistics.**

(Regular, Volunteer, Foreign, Militia, National Army, etc.)

059 **Miscellaneous.**

(Military, fighting men, civil or census, fiscal or cost as to various subjects.)

060 Maps, charts, and tables.

061 Maps.

061.01 Mapping and map work.
061.02 Map reproduction (agencies and plants for).
061.021 Methods of (Zincograph, mimeoscope, gelatine process, etc.)
061.03 Drawings, tracings, sketches, and blue prints.
061.04 Construction of (projection, coordinates, geodetic positions, scales, field notes, data, etc.).
061.05 Distribution of.
061.06 Sales of.
061.07 Purchase of.
061.08 Disposition of.
061.09 Miscellaneous.
061.1 Maneuver and war maps, battle field maps.
061.2 Confidential maps.
(Harbor charts, fortification index plats, land defense surveys and maps, military survey of the Philippines; military survey of Panama, Hawaii, and Cuba; reservations and post plats.)
061.3 Progressive military maps.
061.4 Lake surveys.
061.5 General Land Office.
061.6 Geological Survey.
061.7 Coast and Geodetic Survey.
061.8 Post route.
061.9 Miscellaneous.
061.93 Foreign maps.

062 (NOTE.—Publications transferred to No. 461.)

063 Charts and tables.

063.1 Charts.
063.2 Tables.

070 Inventions.

072 Patents.

(Persons entitled to, effect of letters patent, use of patented articles by Government, under contract, under license, royalties on, infringement, assignments of, etc.)

073 Copyrights.

(Persons entitled to, effect of, royalties on, infringements, assignments of, books and pamphlets, pictures and illustrations, publications, etc.)

074 Trade-marks.

(Persons entitled to, effect of, infringement, assignments of.)

080 **Societies and associations.**

(Patriotic, veteran, historical, secret, fraternal, religious, moral, charitable, commercial, political, engineering, clubs, etc.)

081 **Assistance from.**

082 **Storage of property for.**

083 **Use of Government buildings, reservations, etc., by.**

084 **Officials, agents, representatives, secretaries, etc., of societies and associations.**

085 **Trade and labor unions.**

089 **Miscellaneous.**

090 Local affairs.

091 Countries.

092 States and Territories.

092. 1 Counties and provinces.

093 Insular possessions. colonies.

093. 1 Insular army.

093. 2 Insular police.

093. 3 Insular constabulary.

093. 4 Hemp ports.

093. 5 Policies and future government.

093. 6 Bureaus.

093. 7 Governors, officials, secretaries, commissioners.

094 Cities and towns.

095 Under this heading, if 201 is not used, there may be filed alphabetically indexes and actual correspondence pertaining to names of persons, firms, other than officials, officers, enlisted men and employees of the War Department.

096 Islands.

097 Mountains.

099 Miscellaneous.

100 FINANCE AND ACCOUNTING.

110 Appropriations.

120 Funds, disbursement.

130 Accounting for funds (money.)

140 Accounting for property, supplies, etc.

150 Claims and accounts.

160 Contracts

170

180

190

100 FINANCE AND ACCOUNTING.

101 Accounting systems.
102 Accountability, questions as to.

110 Appropriations.

110.01 Budget systems.
110.1 Current.
110.11 Annual.
110.12 Continuous.
110.2 Recurrent.
110.3 Permanent.
110.31 Specific annual.
110.32 Specific continuous.
110.33 Indefinite unlimited.
110.34 Trust and special.
110.39 Miscellaneous.

111 Estimates for appropriations.
111.1 Laws relating to, and rules.
111.2 Methods and forms of.
111.3 Data for and reports to accompany.
111.4 Directions regarding and submission of.
111.5 Hearings on estimates, and data for.
111.9 Miscellaneous.

112 Appropriations proper.
112.1 Laws governing (use and availability of funds).
112.2 Construction or interpretation of. (By comptroller, Judge Advocate General, Bureaus of War Department, etc.)
112.3 Methods of making appropriations.
112.4 Allotment or assignment of.
112.5 Apportionment of.
112.6 Warrants for.
112.7 Balances of appropriations.
112.8 Reports and statements as to appropriations.
112.9 Miscellaneous.

113 Reimbursements and transfers.
113.1 Methods and procedure.
113.2 Between War Department appropriations.
113.3 To or from appropriations of other departments.
113.4 To or from militia or National Guard appropriations.
113.9 Miscellaneous.

120 Funds, disbursement.

(Laws and regulations as to systems and methods, station numbers, etc.)

120. 1 Expenditure, or payment, of funds.
120. 11 Authority for.
120. 12 For supplies and equipment.
120. 13 For land and buildings.
120. 19 Miscellaneous.

121 Apportionment and Supply of funds.

121. 1 Letters of apportionment.

(Issue, method and time of; data on which based, instructions regarding, deposits to cover overdrafts, reductions, requests, and estimates for apportionments, increases and decreases, changes, corrections, withdrawals, cancellations, apportionment accounts and reports.)

121. 2 Letters of allotment of apportionments.

(Issue, method and time of; data on which based, instructions regarding, deposits to cover overdrafts, reductions, requests, and estimates for allotments, increases and decreases, changes, corrections, withdrawals, cancellations, allotment accounts and reports.)

121. 3 Invoices and lists of, showing supplies transferred.

(Methods and prodecure, instructions, lists submitted, invoices returned to be listed, charges and deposits to cover.)

121. 4 Estimates for funds and requisitions on Treasury.

(Methods, procedure, instructions, estimates for funds submitted, requisitions on Treasury, advice of deposit by Treasury to meet requisitions.)

121. 5 Reports of savings and losses.

(Forms and methods of handling, reports of savings, reports of unallotted balances, reports of savings on rations, reports of losses.)

121. 6 Cost records and reports.

(Forms and methods of handling, cost reports, cost accounts and records, consolidated cost reports.)

121. 7 Reports and financial statements.

(Reports of transportation liabilities, reports of transportation charges paid, reports of telegraph accounts paid, reports of outstanding liabilities, etc.)

121 9 Miscellaneous.

122 Checks and depositaries.

(Laws and regulations as to.)

122. 1 Checks, money orders, drafts.

(Forms and methods of handling, numerical symbols, supply and transfer of blanks, questions as to payment or nonpayment, cancellations, indemnity bonds covering, stolen, destroyed, forgeries, alterations, reports of outstanding checks, on relief of disbursing officer and outstanding three years or more, miscellaneous checks.)

122. 15 Duplicate and second originals.

(Indemnity bonds covering.)

122. 16 Lost, stolen, and destroyed.

122. 2 Depositaries, Treasury and other.

(Designations and changes in, deposits and transfers funds between, balances and overdrafts.)

123 Funds, money, and Savings.

(Public, special, contributed, conscience, contingent, working balances, post funds, post exchange funds, laundry funds, hospital funds, bakery funds, savings, prison funds, slush funds, recruiting funds, miscellaneous post funds, company and regimental funds, band funds, mess funds, ration funds, subsistence savings, etc.).

123. 1 Laws and regulations as to.
123. 2 Methods of supplying.
123. 3 Safe-keeping of.
123. 4 In personal possession.
123. 5 Shortages, lost, stolen, misplaced.
123. 6 Transfers between officers.
123. 7 Exchange of foreign money.
123. 8 Working fund.

130 Accounting for funds, money.

(Laws and regulations as to, forms and methods, forms approved by comptroller, disbursing officers (including acting disbursing officers), powers, duties, obligations, etc.)

131 Funds received, deposited, and on hand.

(Certificates or reports of deposit, cash transactions, cash on hand, proceeds of sales of supplies and stores and services and real property, etc.; receipts from rents and rights of way, receipts from damages and losses, refunds of overpayments, refunds from erroneous payments, mileage deductions, refunds account shipment excess baggage, proceeds of laundries and ice plants, fares and freight on transports, unexpended balances, funds in hands of disbursing officers outstanding three years or more, miscellaneous receipts, etc.)

132 Accounts of funds, money, and special deposit accounts.

132. 01 Laws and regulations relating to.

132. 1 Rendition of.

(Delinquency in by disbursing officers, delinquency in by administrative officers, waiver or extension of time limit, etc.)

132. 2 Administrative examination, and analysis.

(Auditing vouchers, abstracts, and other parts of accounts; errors and irregularities, etc.)

132. 6 Statements of differences or difference sheets.

(Suspensions of accounts, disallowances of accounts, revisions of suspensions and disallowances, by auditor, by comptroller, etc.)

132. 7 Reports of open-market purchases.

132. 9 Miscellaneous.

140 Accounting for property, supplies, stores, etc.

140. 1 Laws and regulations as to.
140. 2 Property accounting systems; unit accountability systems, etc.
140. 3 Methods and forms of systems in use.
140. 9 Miscellaneous.

141 Post and field property accounts.

(Property accounts of posts, depots, stations, organizations; field property accounts; vouchers and other papers; correcting, numbering, posting, etc.)

141. 5 Memorandum receipts and accounts.
141. 6 Dropping and taking up property, expendable and nonexpendable articles.
141. 7 Shortages, losses, damaged or destroyed property.
141. 71 Personal charges for.
141. 8 Reports of survey.
141. 81 Inventory and inspection reports.
141. 9 Miscellaneous.

142 Property on hand, transferred, etc.

142. 1 Inventories and reports of property, stores, supplies on hand.
142. 2 Statements of balances on hand.
142. 3 Lists of property, stores, supplies, transferred to other accountable officers.
142. 4 Maximum and minimum quantities.
142. 5 Invoices and receipts.
142. 51 Invoices.
142. 52 Receipts.
142. 9 Miscellaneous.

143 Returns of property and supplies.

(Returns: Monthly, quarterly, semi-annual, annual; vouchers, and other papers; correcting, numbering, etc.)

143. 5 Memorandum receipts and accounts.
143. 6 Dropping and taking up property, expendable and nonexpendable articles, dropping allowances.
143. 7 Shortages, losses, damaged, destroyed.
143. 71 Personal charges for.
143. 8 Reports of survey, inventory, and inspection reports.
143. 9 Miscellaneous.

150 **Claims and accounts.**

(Claims are uncertain, out of date, and often unliquidated; accounts are certain, recent, liquidated.)

(Methods of presenting, laws and regulations affecting, assignment, assignment of funds arising from, calls for evidence, records of services, reports of boards, submission to Congress.)

151 **Claims on account of wars.**

152 **Claims for personal injuries, disease, etc.**

153 **Damage claims (other than 151, act Mar. 3, 1885).**

154 **Claims for pay, wages, salaries, mileage, etc.**

155 **Reimbursement traveling expenses. (See 248.7.)**

156 **Reimbursement.**

157 **Burial expenses.**

158 **Miscellaneous accounts against army, except transportation Accounts.**

(For supplies, for services as reporters, etc.; telegraph, telephone, advertising, job printing, etc.)

159 **Miscellaneous accounts and claims in favor of the United States against others (except transportation matters).**

160 Contracts.

(Authority: Of Congress, express, implied from appropriation, optional; laws relating to: Convict labor, protection labor and material men, eight-hour law, distinct and separate contracts for each work (R. S. 3717), written contracts (R. S. 3744), in excess of appropriations (R. S. 1136, etc.)

161 Formalities.

(Oral agreements, written proposals, and acceptances, written contracts; parties and agents: Contracting officers, contractors, individuals, personal representatives, partnerships, corporations; Congress, interest of Members of; with persons in Government service; agents, authority of; powers of attorney; interest of contracting officers; preparation and execution of contracts, methods of signing, forms and instructions, changes and corrections, approval or acceptance, distribution of contracts and copies; filing in Returns Office, delinquencies; filing in Auditor's Office; copies of, lists of, etc.)

162 Advertisements for proposals.

(Advertisements required, R. S. 3709), exceptions: Personal services, emergency purchases, purchases of limited amounts, competition useless, previous advertising without result, purchases from another department, extras under existing contract, contract following default.)

163 Bids.

(Canvassing, opening, received after time set for opening, returned unopened, alternate, equal prices in, instructions and regulations, error as ground for relief, award to lowest bidder, waiver of irregularities, delay in mails, other irregularities, acceptance, rejection, withdrawal, bidders; bankrupt, defaulting etc.)

164 Performance or nonperformance.

(Time of performance, delays, suspensions of work, defaults, annulments, abandonments, terminations, deliveries under, calls on contractors, increase or decrease, waivers, release, transfer of contracts, involuntary assignments, voluntary assignments, subletting, etc.)

165 Classes of Contracts.

(Supplemental contracts, extension of time, other modifications, renewal of contracts, continuing contracts, executory contracts, foreigners' contracts, emergency and exigency contracts, etc.)

166 Damages, penalties.

(Penalty, liquidated damages, actual damages.)

167 Settlements and Claims.

(Bills, checks, vouchers, certificates of inspection and receipts, authority to collect payments, partial payments, advance payments, deferred or suspended payments, withheld payments, retained percentages, set-offs, etc.)

168 **Bonds.**

(Date, seal, by partnerships, by corporations, authority to officer or agent, official: Duties requiring bonds, Examination and approval, examination as to sufficiency of sureties and amounts, renewal; contract: Examination and approval, for supplies, for services other than public works, waiver, for public works, clause for payment of labor and material men; copy of contract and bond; bidder's guaranties; certified checks to secure loans of property to colleges and schools; other loans, indemnity bonds, annual bonds or guaranties, individual sureties, justification, persons disqualified, surety companies, release of sureties, modification of contract with and without consent, etc.)

169 **Miscellaneous.**

200 PERSONNEL.

210 Commissioned.

220 Enlisted.

230 Civilian employees.

240 Pay and allowances.

250 Discipline.

260 Pensions.

270

280

290 Miscellaneous.

200 PERSONNEL.

200. 1 Absence. (See also 210.7, 220.7, 230.5.)
200. 2 Examination. (See also 210.1, 220.1, 230.11.)
200. 3 Assignment; allotment.
200. 4 Inquiries.
200. 5 Accidents.
200. 9 Miscellaneous.

201 Personal records.

201. 1 Methods and forms of keeping.
201. 2 Commendations, and complaints, debt and other.
201. 21 Appeals.
201. 22 Commendations.
201. 23 Complaints.
201. 24 Indebtedness. (See also 243.3, 242.4, 230.74.)
201. 29 Miscellaneous.
201. 3 Individual histories, descriptive lists, historical records, etc.
201. 31 Descriptive and assignment cards.
201. 32 Descriptive cards.
201. 33 Descriptive lists.
201. 34 Historical records.
201. 35 Individual histories.
201. 36 Service records.
201. 37 Preference cards.
201. 38 Flight records.
201. 39 Miscellaneous.
201. 4 Distinguished services.
201. 41 Heroic conduct.
201. 5 Physical tests.
201. 501 Annual physical examinations.
201. 51 Riding tests.
201. 52 Walking tests.
201. 53 Obstacle rides, and other exercises.
201. 54 Excused from.
201. 59 Miscellaneous.
201. 6 Efficiency, mental and physical.
201. 601 Disability.
201. 61 Efficiency reports.
201. 62 Personal reports.
201. 624 Arrivals and reports of.
201. 625 Departures and reports of.

201. 7	Change of names or addresses and records of.
201. 71	Addresses, and changes.
201. 72	Changes of name.
201. 8	Certificates.
201. 9	Miscellaneous.
201. 91	Delays.
201. 92	Support.

210 Commissioned or officers.

210. 01 Classification of.
210. 1 Appointments.
210. 101 Temporary.
210. 102 Provisional.
210. 103 Probational.
210. 104 Reappointment.
210. 105 Candidates for.
210. 106 Announcements of appointments.
210. 11 Eligibility and qualifications.
210. 12 Examination, physical and mental.
210. 121 Papers and questions.
210. 122 Exemptions from.
210. 13 Disqualifying defects.
(Temperamental peculiarities, deafness, vision, age, height and chest measurement, corpulency, underweight, insanity, etc.)
210. 14 Commissions and contracts.
(Nomination and confirmation, acceptance and oath, recess, duplicate, recommission.)
210. 19 Miscellaneous.
210. 2 Promotions.
210. 21 Eligibility and qualifications.
210. 22 Examination, physical and mental.
210. 221 Papers and questions.
210. 222 Exemptions from.
210. 23 Disqualifying defects.
(Temperamental peculiarities, deafness, vision, age, height and chest measurement, corpulency, underweight, insanity, etc.)
210. 24 Commissions.
(Nomination and confirmation, acceptance and oath, recess, duplicate, recommission.)
210. 25 Suspensions from promotion.
210. 26 Reductions.
210. 27 Grading and regrading.
210. 29 Miscellaneous.
210. 3 Assignment, change station, transfer.
210. 31 Assignment.
210. 311 Commanders: Departments, divisions, field armies, Army corps, etc.
210. 312 Staff officers.
210. 313 Line officers.
210. 314 Officers of native troops.
210. 315 Attachment.
210. 319 Miscellaneous.

210. 32 Change of station.
210. 321 Staff corps and departments.
210. 322 Line of the Army.
210. 323 Officers of native troops.
210. 324 On account of ill health.
210. 329 Miscellaneous.
210. 33 Transfer.
210. 3301 Examination for transfer.
210. 331 Staff corps or departments.
210. 332 Line of the Army.
210. 333 Officers of native troops.
210. 334 On account of ill health.
210. 335 Detached officers' permanent list.
210. 339 Miscellaneous.
210. 4 Duties and service.
210. 41 Employment by corporations and others, and as United States agents.
210. 42 Examinations for civil office.
210. 43 Acceptance of civil office.
210. 45 Duty tours and status.
210. 451 Status.
210. 452 Tour of duty.
210. 453 Temporary duty.
210. 454 Special duty.
210. 455 Active duty.
210. 4551 Inactive duty.
210. 456 Relief from duty.
210. 457 Excused from duty.
210. 458 Report for duty.
210. 459 Miscellaneous.
210. 46 Line of duty.
210. 461 Not in line of duty.
210. 47 Mounted duty.
210. 48 Detached service.
210. 481 Foreign service.
210. 482 Travel duty.
210. 484 Returned to duty.
210. 49 Miscellaneous.
210. 491 Service.
210. 5 Rewards, badges, medals, and decorations.

(China, Civil War, corps, foreign decorations, Indian, Philippine, Spanish, Cuban, Mexican, distinguished service cross, Army Cuban Pacification, Congressional, honor, replacing, etc.)

210. 6	Details.
210. 601	Relief from details.
210. 602	With Philippine Scouts.
210. 603	With Philippine Constabulary.
210. 604	Officer in charge of casuals.
210. 605	Commanding officer troops on transports and other vessels.
210. 606	In charge of funds.
210. 607	In charge of military police, or provost officer.
210. 61	Staff corps and departments.
210. 62	Recruiting service, active and retired.
210. 63	Army service schools.
210. 631	As instructors.
210. 632	As students.
210. 64	Schools and colleges, civil.
210. 65	Militia or National Guard, active and retired.
210. 651	Inspector instructors.
210. 66	As students for technical instruction at civil colleges.
210. 67	Camps of instruction, target practice and ranges, and maneuvers.
210. 671	Camps of instruction.
210. 672	Target practice and ranges.
210. 673	Maneuvers.
210. 68	Foreign.
210. 681	Military attaché.
210. 682	Envoys.
210. 683	Coronations.
210. 684	Observations at maneuvers and wars.
210. 685	Military and civil schools.
210. 69	Miscellaneous details.
	(All details not herein specifically provided for by name will be assigned this number with the name of the detail concisely and briefly written thereafter, and filed within the classification alphabetically.)
210. 691	To make inspections and investigations of varous kinds.
210. 692	Surveying officers.
210. 693	Conventions, expositions, fairs, carnivals, horse shows, etc.
210. 694	Aides.
210. 695	Umpires, referees, judges.
210. 696	Courts martial.

	Miscellaneous details—Continued.
210. 697	To deliver lectures.
210. 698	Representatives.
210. 699	Miscellaneous.
210. 7	Absence, rank and command.
210. 71	Absence.
210. 711	With leave; leave of absence.
210. 712	Without leave.
210. 713	Sick leave.
210. 714	Hunting leave.
210. 715	Passes.
210. 716	Permission to go beyond the sea.
210. 717	Not in line of duty; due to misconduct.
210. 718	Witness duty.
210. 719	Miscellaneous.
210. 72	Rank and command and precedence thereof.
210. 721	Conflict of authority.
210. 722	Intermediate commanders.
210. 723	Brevet rank.
210. 724	Lineal rank.
210. 725	Relative rank.
210. 726	Between regular and other officers, as Militia, National Guard, Reserve or National Army.
210. 727	Assignment to command other than rank.
210. 729	Miscellaneous.
210. 8	Separations.
210. 801	Discharges.
210. 81	Dismissals.
210. 82	Eliminations.
210. 83	Resignations and annulments of contracts.
210. 84	Restorations, and reinstatements.
210. 85	Retirement.
210. 851	Retired officers.
210. 86	Death.
210. 861	Suicide.
210. 87	Effects and estates.
210. 871	Effects and funds.
210. 872	Estates.
210. 873	Wills, testaments.
210. 9	Miscellaneous.

211 Titles and grades:

Aerial observers.
Anesthetists.
Army field clerks.
Aviators (senior and junior grades).
Balloonists.
Brigadier generals.
Cadets.
Cadet aviators.
Captains.
Chaplains.
Chemists.
Chief nurses.
Chiropodists.
Colonels.
Consultants.
Contract surgeons.
Dental surgeons.
Experts.
Expert riflemen.
Field clerks.
Field marshals.
First lieutenants.
Flyers.
Generals.
Inspector instructors.
Instructors.
Judges
Laryngologists.
Liaison officers.
Lieutenants.
Lieutenant colonels.
Lieutenant generals.
Majors.
Major generals.
Matrons.
Mess officers.
Nonflyers.
Nurses.
Observers.
Officers of the day.
Officers of the guard.
Optrometrists.
Osteopaths.
Pay clerks.
Photographers.
Photostat operators.
Pilot aviators.
Psychiatrists.
Radiologists.
Range officers.
Recruiting officers.
Referees.
Roentgenologists.
Second lieutenants.
Specialists.
Statisticians.
Superintendents.
Superintendents of nurses.
Umpires.
Veterinarians.
X-Ray operators.

INSTRUCTIONS.—Additional titles, grades and designations, created by law, orders, regulations, detail, etc., may be carried under No. 211, arranged alphabetically, and will be indexed one time for each under No. 009.

220 Enlisted.

220. 01 Classification of.
220. 1 Appointment.
220. 101 Temporary.
220. 102 Provisional.
220. 103 Probational.
220. 104 Reappointments.
220. 105 Candidates for.
220. 106 Announcement of appointments.
220. 109 Miscellaneous.
220. 11 Eligibility and qualification.
220. 12 Examination, mental and physical.
220. 121 Papers and questions.
220. 122 Exemption.
220. 13 Disqualifying defects.

(Temperamental peculiarities, deafness, vision, age, height and chest measurement, corpulency, underweight, insanity.)

220. 14 Warrants.

(Acceptance or declination.)

220. 19 Miscellaneous.
220. 2 Promotion.
220. 21 Eligibility and qualifications.
220. 22 Examinations, mental and physical.
220. 221 Papers and questions.
220. 222 Exemptions from.
220. 23 Disqualifying defects.

(Tempermental peculiarities, deafness, vision, age, height and chest measurement, corpulency, underweight, insanity.)

220. 24 Warrants.

(Acceptance or declination.)

220. 25 Suspension from promotion.
220. 26 Reductions.
220. 27 Change in grade.
220. 271 Rating.
220. 272 Disrating.
220. 29 Miscellaneous.
220. 3 Assignment, change of station, transfer.
220. 31 Assignment.
220. 313 Attachment.
220. 32 Change of station.
220. 33 Transfers.
220. 39 Miscellaneous.

220. 4	Duties and service.
220. 41	Employment by corporations or others.
220. 42	Examination for civil office, civil service.
220. 43	Acceptance of civil office.
220. 45	Duty tours and status.
220. 451	Status.
220. 452	Tour of duty.
220. 453	Temporary duty.
220. 454	Special duty.
220. 455	Active duty.
220. 4551	Inactive duty.
220. 456	Relief from duty.
220. 457	Excused from duty.
220. 458	Report for duty.
220. 459	Miscellaneous.
220. 46	Line of duty.
220. 461	Not in line of duty.
220. 47	Mounted duty.
220. 48	Detached service.
220. 481	Foreign service.
220. 482	Travel duty.
220. 483	Extra duty.
220. 484	Returned to duty.
220. 49	Miscellaneous.
220. 491	Service.
220. 5	Rewards, badges, medals, and decorations.
	(China, Civil War, corps, foreign decorations, Indian, Philippine, Spanish, Cuban, Mexican, Army Cuban Pacification, Congressional, honor, replacing old with new, life-saving, Philippine Insurrection, small-arms practice competitions, other target practice competitions, distinguished service cross, good conduct badges and lists, certificates of merit, badges, replacing, etc.)
220. 6	Details.
220. 601	Relief from details.
220. 61	Staff corps and departments.
220. 62	Recruiting service, active and retired.
220. 63	Army service schools.
220. 631	As instructors.
220. 632	As students.
220. 64	Schools and colleges, civil.
220. 65	Militia or National Guard.
220. 651	Instructors.
220. 66	As students for technical instruction at civil colleges.

Details—Continued.

220. 67 Camps of instruction, target practice and ranges, and maneuvers.

220. 671 Camps of instruction.

220. 672 Target practice and ranges.

220. 673 Maneuvers.

220. 68 Foreign.

220. 69 Miscellaneous details.

(All details not herein specifically provided for by name will be assigned this number with the name of the detail concisely and briefly written thereafter, and filed within the classification alphabetically.)

220. 691 Extra duty.

220. 692 Daily and special duty.

220. 693 Mine planters.

220. 694 Umpires, referees, judges.

220. 7 Absence, rank and precedence.

220. 71 Absence.

220. 711 With leave; furlough.

220. 712 Without leave.

220. 713 Sick.

220. 714 Hunting.

220. 715 Passes.

220. 716 Permission to go beyond the sea.

220. 717 Not in line of duty; due to misconduct.

220. 718 Witness duty.

220. 719 Miscellaneous.

220. 7191 Making good time lost.

220. 72 Rank and precedence.

220. 721 Noncommissioned officers.

220. 722 Privates and rated men.

220. 726 Between regular and other noncommissioned officers, as Militia, National Guard, Reserve or National Army.

220. 727 Assignment to command other than rank.

220. 8 Discharges, and other separations.

220. 801 Discharge of undesirables.

(As under A. R. 148½, inaptitude, inadaptability, habits and traits of character, unsuitability, disqualification through misconduct, service not honest and faithful, general worthlessness, etc.)

220. 802 Discharge of deserters physically unfit.

220. 803 Discharge for convenience of Government.

220. 804 Discharge account dependent relative.

	Discharges, and other separations—Continued.
220. 805	Discharge for insanity.
220. 806	Discharge by favor.
220. 807	Discharge at expiration term of enlistment.
220. 808	Discharge for minority.
220. 811	Discharge for disability.
220. 812	Discharge of rejected recruits.
220. 813	Discharge for fraudulent enlistment.
220. 814	Discharge by purchase.
220. 815	Discharge for sentence imprisonment civil court.
220. 816	Discharge when ordered by Secretary of War.
220. 82	Dishonorable discharge.
220. 821	By court-martial sentence.
220. 822	By sentence military commission.
220. 83	Discharge without honor.
220. 84	Certificate of service.
220. 841	Certificate in lieu of lost discharge.
220. 842	Character on discharge.
220. 85	Retirement.
220. 851	Retired enlisted men.
220. 86	Death.
220. 861	Suicide.
220. 87	Effects and estates.
220. 871	Effects and funds.
220. 872	Estates.
220. 873	Wills and testaments.
220. 88	Furlough to reserve.
220. 89	Miscellaneous discharges and separations.
220. 9	Miscellaneous matters affecting enlisted personnel.
220. 91	Restorations and reinstatements.

221 Titles and grades.

Acting cooks.
Aerial observers.
Artificers.
Assistant bakers.
Assistant engineers.
Assistant packmasters.
Assistant wagonmasters.
Assistants.
Attendants.
Aviators.
Bakers.
Balloonists.
Band corporals.
Band leaders.
Band sergeants.
Barbers.
Battalion quartermaster sergeants.
Battalion sergeants major.
Battalion supply sergeants.
Battery quartermaster sergeants.
Battery supply sergeants.
Blacksmiths.
Blacksmith-horseshoers.
Buglers.
Cadets.
Cargadors.
Carpenters.
Chauffeurs.
Checkers.
Chemists.
Chief bakers.
Chief buglers.
Chief loaders.
Chief mechanics.
Chief planters.
Chief trumpeters.
Clerks.
Cobblers.
Color sergeants.
Commissary sergeants.
Company clerks.
Company quartermaster sergeants.
Company supply sergeants.
Cooks.
Corporals.
Coxwains.
Dental assistants.
Distinguished pistol shots.
Drum majors.
Drummers.
Electrical workers.
Electricians.
Electrician sergeants.
Electricians and linemen.
Engineers.
Enlisted specialists.
Experts.
Expert pistol shots.
Expert riflemen.
Farriers.
Firemen.
First-class grades.
First sergeants.
Flyers.
Foragemasters.
Foreman engineers.
Foreman laborers.
Gardeners.
Gun commanders.
Gun pointers.
Gunners.
Horseshoers.
Hospital sergeants.
Hospital stewards.
Instructors.
Janitors.
Junior grades.
Laborers.
Laborer-gardeners.
Lance noncommissioned officers.
Linemen.
Loaders.

Titles and grades—Continued.

Marksmen.
Master electricians.
Master engineers.
Master gunners.
Master hospital sergeants.
Master signal electricians.
Mechanics.
Mess sergeants.
Messengers.
Motormen.
Nonflyers.
Observers.
Operators.
Orderlies.
Ordnance sergeants.
Overseers.
Packers.
Packmasters.
Painters.
Pilots.
Planters.
Photographers.
Photostat operators.
Plotters.
Plumbers.
Police sergeants.
Principal musicians.
Privates.
Provost sergeants.
Quartermaster sergeants.
Quartermaster sergeants, Quartermaster Corps.
Radio operators.
Radio sergeants.
Regimental commissary sergeants.
Regimental sergeants major.
Regimental supply sergeants.
Saddlers.
School-teachers.
Second-class grades.
Senior grades.
Sergeants.
Sergeants, first-class.
Sergeant buglers.
Sergeants major.
Sharpshooters.
Shoemakers.
Signal sergeants.
Stable sergeants.
Specialists.
Statisticians.
Supply sergeants.
Switchboard operators.
Tailors.
Teamsters.
Telegraph operators.
Telephone operators.
Tinners.
Trumpeters.
Wagoners.
Wagonmasters.
Warehousemen.
Watchmen.
X-Ray operators.

INSTRUCTIONS.—Additional titles, grades, designations, etc., created by law, orders, regulations, detail, etc., may be carried under No. 221, arranged alphabetically, and indexed one time for each under No. 009. Documents for specific grades or classes may be numbered as follows: 221 Sgt. 1cl. MC; 221 Elec. Sgt. 2cl. QMC; 221 QM. Sgt. sr. gr. QMC; 221 Bn. Sgt. Maj. Inf; 221 Pvt. 1cl. SC; 221 Pvt. 2cl. Inf., etc.

230 Civilian employees.

230. 01 Designation of positions.
230. 02 Applications and recommendations.
230. 021 In outlying places and far distant stations.
230. 03 Requests for information in regard to positions.
230. 031 In outlying places and far distant stations.
230. 04 Legislation and laws.
230. 041 Civil-service act.
230. 042 Preference laws.
230. 05 Rules, regulations, and practices.
230. 051 General civil-service rules.
230. 052 Labor regulations of Civil Service Commission.
230. 053 Special rules and regulations of the War Department.
230. 06 Civil-service systems and methods.
230. 061 Apportionment by States.
230. 062 The district system.
230. 1 Entrance into service.
230. 11 Register of eligibles.
230. 111 Establishment and maintenance
230. 112 Examination.
230. 1121 Questions and tests, including samples.
230. 1122 Standardizing.
230. 1123 Boards of examiners.
230. 113 Candidates for examination.
230. 1131 Physical qualifications.
230. 1132 Moral qualifications.
230. 1133 Age qualifications.
230. 1134 Graduation from approved colleges and schools.
230. 1135 License qualifications.
230. 1137 Willingness for foreign service.
230. 1139 Miscellaneous.
230. 12 Announcements of examinations.
230. 121 Reports of results of examinations.
230. 122 Requests for information as to examinations.
230. 123 Positions excepted from examinations.
230. 13 Certificates of eligibles.
230. 131 Methods of certifying and obtaining certifications.
230. 132 Lists of eligibles called for and returned.
230. 133 Positions offered to eligibles, acceptances or declinations.

Certificates of eligibles—Continued.
230. 134 Examination papers called for, furnished, and returned.
230. 1341 Receipts for examination papers.
230. 135 Reports of action on lists of eligibles.
230. 139 Miscellaneous.
230. 14 Hire of employees.
230. 1401 Laws and legislation as to.
230. 1402 Child labor.
230. 1403 Convict labor.
230. 1404 Strikers and strikebreakers.
230. 1405 Union labor.
230. 1409 Miscellaneous.
230. 141 Temporary.
230. 1411 Substitutes for, sick, absent, suspended.
230. 1412 In emergency.
230. 1413 Pending certification of eligibles.
230. 1414 Reports of hire.
230. 1419 Miscellaneous.
230. 142 Additional.
230. 143 To fill vacancy.
230. 1431 Report of vacancy not to be filled.
230. 144 Contract for hire of.
230. 145 Employment local labor and hired labor generally.
230. 146 Employees for camp, maneuvers, joint instruction camps, etc.
230. 147 Employees for target ranges.
230. 149 Miscellaneous.
230. 2 Appointments.
230. 21 Methods of appointing.
230. 211 Oath of office.
230. 212 Antedating appointments.
230. 213 Declarations of appointees.
230. 214 Notice of appointments.
230. 2141 Acceptance or declination.
230. 2142 Canceled or recalled.
230. 215 Appointment by Executive orders.
230. 216 Appointment through Civil Service Commission.
230. 217 Probational appointments.
230. 2171 Certificates of.
230. 2172 Reports of.

	Methods of appointing—Continued.
230. 219	Miscellaneous.
230. 2191	Irregular appointments.
230. 2192	Temporary appointments, and to excepted positions.
230. 22	Qualifications and status.
230. 221	Personal status.
230. 2211	Sex.
230. 2212	Married or single.
230. 2213	Married women.
230. 2214	Members of family in service.
230. 2215	Dependents.
230. 2216	Whether of proper age, i. e., not children involving employment child labor.
230. 2219	Miscellaneous.
230. 222	Race.
230. 2221	Negroes or colored.
230. 2222	Filipinos.
230. 2223	Japanese.
230. 2224	Chinese.
230. 2225	Indians or Eskimos.
230. 2229	Miscellaneous.
230. 223	Nationality.
230. 2231	Foreigners.
230. 2232	Representatives of foreign Governments.
230. 2239	Miscellaneous.
230. 224	Veterans and enlisted men.
230. 225	Mental, moral, and physical status.
230. 229	Miscellaneous.
230. 23	Reinstatement.
230. 231	Requests and applications for.
230. 232	Nominal reinstatements.
230. 233	After performing military service.
230. 234	Certificates of.
230. 24	Transfer to War Department from other departments.
230. 241	Applications for.
230. 242	Requests for, from other departments.
230. 243	Reports of absence.
230. 249	Miscellaneous.

230. 3 Status, changes, transfers, within service.
230. 301 Laws, rules, and regulations.
230. 31 Status of employees.
230. 311 Civil or military.
230. 312 Jurisdiction civil authorities over.
230. 3121 Liability to public duty, road work, witnesses, jury duty.
230. 3122 Government defense of suits against employees.
230. 313 Classified or unclassified under civil-service rules.
230. 3131 Application for classification.
230. 3132 Recommendations and requests for classification.
230. 3133 Reclassification of employees.
230. 3139 Miscellaneous.
230. 314 Apportionment by States.
230. 315 Relations with Civil Service Commission.
230. 319 Miscellaneous.
230. 32 Promotions.
230. 321 Laws, rules, and regulations.
230. 322 Recommendations and applications for.
230. 323 Recommendations from authorities for.
230. 324 Reports of promotions.
230. 325 Jumping grades in promotions.
230. 326 Promotions from subclerical grades.
230. 329 Miscellaneous.
230. 33 Demotions or reductions.
230. 331 Laws, rules, and regulations.
230. 332 Preferring charges in making demotions.
230. 333 Recommendations from authorities for reductions.
230. 334 Reports of reductions.
230. 339 Miscellaneous.
230. 34 Efficiency.
230. 341 Efficiency systems.
230. 3411 Methods of keeping records and reports.
230. 342 Efficiency boards.
230. 343 Rules and regulations as to.
230. 344 Data as to.
230. 3441 Ability to perform tropical service.
230. 3442 Reports of qualifications.

	Efficiency—Continued.
230. 345	Examinations and tests.
230. 3451	Examination for promotion from sub-clerical grade.
230. 3452	Reports of.
230. 3459	Miscellaneous.
230. 346	Reports of efficiency.
230. 3461	Annual.
230. 3462	Semiannual.
230. 3463	Monthly.
230. 3464	Individuals.
230. 3469	Miscellaneous.
230. 347	Complaints and protests against ratings.
230. 349	Miscellaneous.
230. 35	Details.
230. 351	Between War Department and other Government establishments.
230. 352	Between bureaus of War Department.
230. 353	From departmental to field service.
230. 354	From field to departmental service.
230. 359	Miscellaneous.
230. 36	Transfers and changes of station.
230. 3601	Applications for.
230. 361	Between bureaus of the War Department.
230. 362	Departmental to field.
230. 363	Field to departmental.
230. 364	Between Army and civilian employees.
230. 365	From United States to far-distant stations.
230. 366	From far-distant stations to United States.
230. 3661	Assignment upon return to United States.
230. 367	Change of stations within United States.
230. 3671	Exchange of positions within service.
230. 368	Assignment and allotment of employees to offices and stations.
230. 3681	Requests for assignment of employees
230. 369	Miscellaneous.
230. 37	Changes in designations.
230. 38	Reports and returns.
230. 381	Reports of changes to bureaus.
230. 382	Reports of changes to Secretary of War.
230. 383	Reports of changes to Civil Service Commission.
230. 384	To the Auditor for War Department.
230. 385	Returns of crews and employees.
230. 386	Lists of employees.

230. 4	Duties and service.
230. 41	Duties of employees.
230. 411	Assignment of duties.
230. 4111	Instruction as to duties.
230. 4112	Inquiries as to duties.
230. 412	Unusual or additional duties.
230. 413	Duties outside regular hours.
230. 414	Notarial duties or functions.
230. 415	Witnesses for United States.
230. 416	Duties requiring bonds.
230. 4161	Bonds.
230. 417	Reports and statements as to duties and assignments.
230. 419	Miscellaneous.
230. 42	Temporary duty involving travel.
230. 421	Laws and legislation.
230. 422	Rules and regulations.
230. 423	Travel orders.
230. 424	Absent on duty.
230. 425	Unusual trips.
230. 428	Reports of travel by employees.
230. 429	Miscellaneous.
230. 43	Conduct of offices, depots, factories.
230. 431	Regulations of the War Department.
230. 432	Office rules and regulations.
230. 4321	Use of elevators.
230. 4322	Employees performing work at home.
230. 433	Labor regulations.
230. 434	Canvassing and circulating subscription lists, collecting.
230. 435	Circulating information, printed matter.
230. 436	Allotment of room space and office rooms.
230. 437	Scientific management.
230. 438	Time checks.
230. 439	Miscellaneous.
230. 44	Hours of labor.
230. 441	Laws and legislation.
230. 4411	Enforcement and violation.
230. 4412	Exceptions and exemptions.
230. 4413	Interpretation of.
230. 442	Eight-hour law.
230. 4421	Enforcement and violation.
230. 4422	Exceptions and exemptions.
230. 4423	Interpretation of.

	Hours of labor—Continued.
230. 443	Departmental rules and regulations.
230. 4431	Office hours.
230. 444	Complaints, protests and inquiries as to
230. 449	Miscellaneous.
230. 45	Overtime and Sunday work.
230. 451	Laws and legislation.
230. 452	Departmental rules and regulations.
230. 4521	Overtime.
230. 4522	Sunday work.
230. 453	Reports of overtime.
230. 459	Miscellaneous.
230. 46	Holidays and early closing.
230. 461	Laws and legislation.
230. 462	Departmental rules and regulations.
230. 463	State holidays.
230. 464	Legal holidays.
230. 4641	New holidays proposed.
230. 465	Observance of Mondays after holidays.
230. 466	Saturday afternoons.
230. 467	Eve of regular holidays.
230. 468	Special holidays by Executive orders.
230. 4681	For deaths and funerals.
230. 469	Miscellaneous.
230. 5	Absence.
230. 51	Laws, rules, and regulations.
230. 511	Departmental rules and regulations.
230. 512	Field service rules and regulations.
230. 513	Methods of calculating.
230. 514	Absence on Sundays and holidays, when calculating leave.
230. 519	Miscellaneous.
230. 52	Statistics, statements.
230. 521	Records of leaves.
230. 522	Statistical statements as to.
230. 53	Reports as to leaves.
230. 531	Daily reports.
230. 532	Weekly reports.
230. 533	Monthly reports.
230. 534	Sixty-day reports.
230. 535	Semiannual reports.
230. 536	Annual reports.
230. 539	Miscellaneous.

230. 54	Annual leave of absence.
230. 541	Applications for.
230. 542	Complaints and inquiries as to.
230. 543	Cumulative or accrued.
230. 544	Eve of resignation.
230. 545	Transport and harbor boat employees.
230. 546	Per diem employees.
230. 547	Temporary employees.
230. 548	Arsenal employees.
230. 549	Miscellaneous.
230. 5491	Involving the employment of substitutes.
230. 5492	Employees outlying stations.
230. 55	Sick leave.
230. 551	Applications for.
230. 552	Complaints and inquiries as to.
230. 553	On account of contagious diseases or quarantine.
230. 554	Transport and harbor boat employees.
230. 555	Per diem employees.
230. 556	Temporary employees.
230. 557	Arsenal employees.
230. 558	Involving the employment of substitutes.
230. 559	Miscellaneous.
230. 56	Without pay, furloughs, without leave.
230. 561	Applications for.
230. 562	Complaints and inquiries as to.
230. 563	Extended periods.
230. 564	Furloughed or "laid off."
230. 565	Without leave.
230. 57	Absence for public duties.
230. 571	National Guard or Militia duty.
230. 572	For voting.
230. 573	For jury duty.
230. 574	For witness duty.
230. 579	Miscellaneous.
230. 58	Absence for special events or classes of employees.
230. 581	Religious celebrations.
230. 582	Deaths and funerals.
230. 583	Unveiling statues.
230. 584	On account of weather conditions.
230. 585	Patriotic events and celebrations.
230. 589	Miscellaneous.

230. 6	Privileges and welfare.
230. 61	Safeguarding health.
230. 611	Sanitation places of employment.
230. 613	Care of consumptives.
230. 615	Luncheon facilities.
230. 619	Miscellaneous.
230. 62	Burials and funerals.
230. 63	Effects and estates, and property of.
230. 64	Retirement, pensions, superannuations.
230. 65	Unions, associations, societies, clubs.
230. 651	Labor unions.
230. 652	War Department Beneficial Association.
230. 653	Civil Service Retirement Association.
230. 659	Miscellaneous.
230. 66	Statements and reports.
230. 661	To President.
230. 662	To Congress.
230. 663	To Congressmen.
230. 664	To Civil Service Commission.
230. 665	To Secretary of War and other department officials.
230. 669	Miscellaneous.
230. 67	Attendance at conventions, exhibitions, expositions.
230. 69	Miscellaneous.
230. 7	Personal records, affairs, and relations.
230. 71	Personal record files. (Individual records under 201.)
230. 711	Historical records.
230. 712	Records of addresses.
230. 713	Names and addresses of nearest relatives.
230. 714	Requests for records of service, addresses, etc., of employees and former employees.
230. 7141	From bonding or surety companies.
230. 7142	From Pension Office.
230. 7143	From Department of Justice.
230. 7144	From Congress or Congressmen.
230. 7145	Mail to be forwarded.
230. 715	Certificates of service.
230. 716	Voter's certificates.
230. 717	Changes in name.
230. 719	Miscellaneous.

230. 72	Commendations, recommendations, testimonials.
230. 721	By War Department officials.
230. 722	By Army officers.
230. 723	By civilian employees.
230. 724	Commendations for bravery.
230. 7241	By War Department officials.
230. 7242	By Army officers.
230. 7243	By civilian employees.
230. 729	Miscellaneous.
230. 73	Influence, congressional and other.
230. 731	For legislation.
230. 732	For appointment or employment.
230. 733	For promotion or increase of pay.
230. 734	Reprimands for use of.
230. 739	Miscellaneous.
230. 74	Complaints, charges, and reprimands.
230. 741	Complaints by or on behalf of.
230. 742	Complaints against.
230. 743	Complaints of indebtedness.
230. 7431	Measures to enforce payments.
230. 744	Charges preferred against.
230. 745	Reprimands.
230. 746	Suspensions.
230. 7461	Reports of.
230. 7462	Remission of unexpired portion of term.
230. 7463	Under charges.
230. 7469	Miscellaneous.
230. 747	Other punishments.
230. 749	Miscellaneous.
230. 76	Business affairs of.
230. 761	Money lending.
230. 762	Holding municipal or similar offices.
230. 763	Coaching for civil-service examinations.
230. 764	Contracts by, with United States Government.
230. 765	Engaging in outside business.
230. 766	Agents for concerns doing business with Government.
230. 767	Using letter heads showing connection with United States Government.
230. 769	Miscellaneous.

230. 77 Politics.
230. 771 Political activity.
230. 772 Political contributions.
230. 779 Miscellaneous.
230. 78 Incapacitated employees.
230. 79 Miscellaneous.
230. 8 Separations.
230. 801 Inquiries as to.
230. 81 Resignations.
230. 82 Discharges and dismissals.
230. 821 Authority to discharge.
230. 822 Discharge for desertion.
230. 823 Discharge as punishment.
230. 824 Discharge for good of service.
230. 825 Discharge without prejudice.
230. 826 Protests against.
230. 827 Reports as to cause of.
230. 828 Discharge certificates.
230. 829 Miscellaneous.
230. 83 Reduction in forces.
230. 84 Retention in service.
230. 841 Application and requests for.
230. 842 Temporary employees.
230. 843 Recommendations from authorities for.
230. 849 Miscellaneous.
230. 85 Deaths from injuries, reports of.
230. 86 Deaths from natural causes, reports of.
230. 87 Replacing by enlisted men.
230. 88 Annulment of contract for services.
230. 89 Miscellaneous.

231 **Titles and grades.**

231. 1 Officials appointed by commission of the President.

(Commissioners of national parks and cemeteries, officials of the War Department, etc.)

231. 2 Technical, professional, and experts.

231. 21 Engineers.

(Civil, consulting, superintendents of construction, superintending, electrical, mechanical, heating, ventilating, marine, automobile, superintendents marine construction, aviators, aeronauts, flying instructors, etc.)

231. 22 Inspectors.

(Clothing, materials, hats, caps, shoes, leather, rubber, wagons, automobiles and trucks, tableware, band instruments, hardware, lumber, tents, miscellaneous supplies, electrical, marine, hull, boiler, subsistence stores, ordnance, animals, examiners and assistant inspectors, etc.)

231. 23 Medical.

(Doctors, dentists, oculists, opticians, osteopaths, physicians, chiropodists, chiropractors, dermatologists, dietitians, neurologists, pathologists, veterinarians-hippologists, ophthalmologists, clinical experts, medical experts, pharmacists, chemists, specialists, microscopists, optometrists, orthoepists, roentgenologists, pediatrictitians, pedriatists, bacteriologists, X-ray oper, ators, etc.)

231. 24 Architects, draftsmen, and surveyors.

(Architects, draftsmen, surveyors, rodmen, assistants, transitmen, tracers, etc.)

231. 25 Lawyers and law clerks.

231. 26 Chaplains.

231. 27 Experts.

(Transportation, food, financial, wool, forage, real estate, textile, mining, accounting, correspondence, and others.)

231. 3 Clerical.

(Clerks, freight and passenger rate clerks, stenographers, typewriters, reporters, accountants, appraisers, statisticians; Agents: purchasing, disbursing, transportation, quartermaster, horse buying, dispatch, etc.; teachers, instructors, interpreters, translators, undertakers, embalmers, telephone, telegraph, and radio operators; timekeepers; addressograph, multigraph, and graphotype operators, secretaries, material men, expediters, tracers, etc.)

231. 4 Superintendents, caretakers, guards, guides, laborers, etc.

(Superintendents of parks; cemeteries, grounds, piers, stables, etc.; caretakers, custodians, farmers, gardeners, foresters, forest rangers, guards, policemen, detectives, watchmen, guides, scouts, spies, nurses, messengers, mail carriers, dispatch bearers, janitors, matrons, scrubbers, charwomen, laborers, foremen of laborers, chauffeurs, elevator conductors, scorers, spotters, markers, miscellaneous, housekeepers, maids, cooks, laundresses, etc.)

231. 5 Mechanical trades.

(Engineers, firemen; enginemen for locomotives, bridges, trains, stationary engines, steam shovels, etc.; printers, photographers, electricians, linemen, armorers, molders, machinists, targeteers, mechanics, plumbers, steam fitters, tinners, mechanicians, carpenters, masons, painters, wheelwrights, saddlers, furriers, blacksmiths, harness makers, horseshoers, submarine net makers and layers, bricklayers, etc.)

231. 6 Depot, factory, and shop employees.

(Storekeepers, warehousemen, packers, shippers, checkers, clothiers, tailors, cutters, seamstresses, folders, trimmers, spongers; other operatives, foremen, superintendents and assistants, matrons, tentmakers, and skilled workmen making equipage, etc.)

231. 7 Post, pack and wagon train employees.

(Packers, pack masters, forage masters, cargadors, train masters, wagon masters, wagoners, teamsters, superintendents of corrals, horse trainers, wranglers, stablemen, scavengers, hostlers, cooks, bakers, stock tenders, etc.)

231. 8 Transport, harbor-boat and dock employees.

231. 81 Transport employees.

(Deck department, engine department, steward's department; masters, mates, and other officers, pilots, divers, yeomen, boatswains, carpenters, masters-at-arms, storekeepers, wheelmen, deck hands, seamen, deck boys, cabin boys, coal passers, electricians, firemen, stokers, oilers, plumbers, machinists, water tenders, engineers, cooks, sailors, bakers, stewards, stewardesses, butchers, messmen, janitors, watchmen, waiters, bell boys, etc.)

231. 82 Harbor-boat employees (including mine planters, cable steamers).

(Masters, mates, officers, boatswains, wheelmen, deck hands, seamen, sailors, deck boys, coal passers, firemen, oilers, engineers, cooks, etc.)

231. 83 Dock or wharf employees.

(Superintendents, foremen, stevedores, laborers, watchmen, etc.)

231. 89 Miscellaneous.

240 Pay and allowances.

240.01 Expenses.
240.1 Systems of paying.
240.2 Methods of paying.
240.21 At encampments and maneuvers.
240.3 Places of paying.
240.4 Times of paying.
240.5 Paying officers.
240.6 Pay Federal employees as militiamen and National Guardsmen.
240.7 Students at officer's training camps.
240.8 Payments.
240.9 Miscellaneous.
240.91 Pay for instruction drills or Armory service.

241 Officers, nurses, field clerks, veterinarians.

(Methods and forms used in paying, advance pay, partial payment before settlement of accounts, payment on duplicate papers, etc.)

241.1 Kinds and rates of pay entitled to.
241.11 Base pay of grade.
241.12 Longevity.
241.13 Foreign service.
241.14 Higher or increased command.
241.15 Pay for mounts.
241.16 Extra for aids.
241.17 Staff details.
241.18 Retired pay and allowances, and on active duty.
241.19 Miscellaneous.
241.2 Correcting, payments, stoppages, and deductions.

(Short payments, credit for; overpayments, double payments, absence from duty, misconduct, absence without leave, excess leave, stoppage circular, date for and issuance of, etc.)

241.3 Collecting charges against.

(Indebtedness and dues, hospital dues, income tax, debts to private parties, debts to United States (other than specified herein), fines and forfeitures, errors in paying, errors in authorizing expenditures, errors in disbursing funds (not pay), damage to or loss of property, alimony, exceeding allowances, etc.)

241.4 Pay accounts proper.

(Assignment or transfer of, indorsed for deposit, where or by whom paid, suspension by the auditor, etc.)

241.5 Final pay.
241.51 Certificates of nonindebtedness.
241.8 Reports regarding pay of.
241.9 Miscellaneous.

242 **Pay of enlisted men.**

(Methods, forms, times, and places for payment of troops; date of commencement, increases and decreases, pay after expiration term of enlistment, payments while residing abroad, payment on descriptive lists, etc.)

242. 1 Kinds and rates of pay entitled to.
242. 11 Base pay of grade.
242. 12 Service pay, foreign, war, or increased.
242. 121 Enlistment periods, various.
242. 122 Prior service other than Army.
242. 13 Extra-duty pay.
242. 14 Additional pay.
242. 141 Certificate of merit badges.
242. 142 Marksmanship or gunners.
242. 143 Special details, mess sergeants, plotters, cooks, etc.
242. 15 Pay and bonus on reenlistment.
242. 16 On promotion or reduction.
242. 17 On discharge.
242. 18 Retired pay and allowance.
242. 19 Miscellaneous.
242. 2 Pay withheld, delayed, or paid to others.

(In arrears; when in hands of civil authorities; during absence, furlough, or otherwise; undrawn or partial payments; delay or nonreceipt of; paid to others for, as commanding officers; prisoners or convicts; deserters.)

242. 3 Correcting payments, stoppages, or deductions.

(Credit for short payments, overpayments, double payments, absence from duty, misconduct, absence without leave, absence in excess of furlough allowance, erroneous deductions of allotments, returned pay.)

242. 4 Collecting charges and dues.

(Indebtedness and dues, post-exchange dues, laundry dues, subsistence charges, to company or regimental funds, to private parties, to United States other than specified herein, fines, forfeitures, rewards for apprehension, retained or detained, damages to or loss of property, alimony, exceeding allowances as clothing, etc.)

242. 5 Pay rolls and muster rolls.

(Amendments and corrections.)

242. 6 Final pay.

(Data for, methods of settlement, final statements, irregularity in or loss of, irregular or lost final statements, assignment of final statements, charges and deductions, purchase of discharge, overpayments on final statements, short payments on final statements.)

242. 7 Pay and checks of deceased soldiers.
242. 8 Reports regarding pay enlisted men.
242. 9 Miscellaneous.

243 Allotments of pay.

243. 1 Original and duplicate.
243. 2 Changes and corrections.

(Corrections, increases or decreases, addresses of allottees) names of allottees, dates of allotments.)

243. 3 Charging allotments on pay rolls.

(Correction of records, nondeductions noted, over. deductions noted, refundments of overpaid allotments.

243. 4 Nonpayment of allotments.
243. 5 Discontinuance of allotments.

(Requests for, reports of, declined or refused, discharge or desertion, death of allottee, death of allotter.)

243. 6 Suspensions.

(To pay fines, pending trial, absence, misconduct.)

243. 7 Validity of allotments.
243. 8 Settlements of allotments and charges.
243. 9 Miscellaneous.

244 Deposits of enlisted men.

244. 1 Records and reports of.

(Lost deposit books.)

244. 2 Interest.
244. 3 Deserters.
244. 4 Dishonorably discharged men.
244. 5 Claims for unpaid.
244. 9 Miscellaneous.

245 Allowances of officers, nurses, field clerks, and students at officers' training camps.

(Accounts and vouchers, advances or partial payments, overpayments or short payments, orders or authorities for, places, special service or journey, special conditions as on discharge, special means.)

245. 1 Quarters.
245. 2 Heat and light, including fuel.
245. 3 Forage.
245. 6 Mileage, travel pay or actual expenses; routes and distances.
245. 7 Family allowance.
245. 8 Commutation of allowances.

(Accounts and vouchers, advances or partial payments, tables of distances, overpayments or short payments, orders or authorities for, special service or journey, special conditions as on discharge, special means.)

Commutation of allowances—Continued.

245. 81 Quarters.
245. 82 Heat and light, including fuel.
245. 83 Forage.
245. 84 Mileage, travel pay or actual expenses.
245. 89 Miscellaneous.
245. 9 Miscellaneous.

246 Allowances of enlisted men.

(Accounts and vouchers, advances or partial payments, overpayments or short payments, orders or authorities for, places, special services or conditions, special classes of troops.)

246. 1 Quarters.
246. 2 Heat and light, including fuel.
246. 4 Rations and subsistence.
246. 5 Clothing.
246. 6 Travel pay.

(Routes, distances.)

246. 7 Family allowances.
246. 8 Commutation of allowance.

(Accounts and vouchers, advances or partial payments, overpayments or short payments, orders or authorities for, routes, distances, places, special services or conditions, special classes of troops.)

246. 81 Quarters.
246. 82 Heat and light, including fuel.
246. 84 Rations or subsistence (including lay days in ports).
246. 85 Clothing.
246. 86 Travel pay.
246. 89 Miscellaneous.
246. 9 Miscellaneous.

247 Beneficiary money and records, and burial expenses.

(Laws and regulations, designations of beneficiaries, change of name of beneficiary, death of beneficiary, death of officer or soldier, claim for beneficiary money.)

248 Salaries, pay, wages, and allowances. (EMPLOYEES.)

(Reports and statements as to salaries and wages.)

248. 1 Estimates and appropriations for.

(Estimates for, reports to accompany estimates, laws, rules, regulations, appropriations for, laborers paid from special appropriation, employees paid from emergency appropriations, use and availability of appropriations.)

248. 2 Methods and time of payment.

(Pay rolls, frequency and times, in advance, during leave or suspension, due deceased employees.)

248. 3 Rates and calculations.

(Entrance salaries in excess $150 a month, calculation of, services at far-distant stations, grading salaries and wages, and scales thereof; special classes, in special localities or places.)

248. 4 Kinds and classes of salaries and wages.

(Salaries per month or per annum, wages per diem or by piecework, extra pay for overtime, double or additional compensation, pay for overtime, pay per diem employees for holidays and Sundays, retirement pay, employer's liability payments, board wages or pay including subsistence.)

248. 5 Allowances.

(Subsistence money allowance, rations or messing for employees, subsistence, forage, money allowance for quarters, quarters in kind, notarial fees and allowances, special classes employees, special localities, compensation for injuries, laws, rules, regulations, reports of injuries, reports of termination of disability.)

248. 51 Family allowances.

248. 6 Assignments, stoppages, charges.

(Assignments and allotments, stoppages, collection of charges against, assessments.)

248. 7 Traveling expenses. (See 155 for claims.)

(Reimbursement, receipts and vouchers for expenditures, items of allowance tips, length of time expenses allowed, per diem allowance in lieu of actual expenses, classes of employees allowed traveling expenses, employees on duty, new appointees, employees changing station, employees terminating service, discharged or dismissed employees, disabled employees, employees of other departments performing services for War Department, employees under contracts, travel incidental to contract employees, reports and statements.)

248. 8 Increases and reduction in.

(Increases (see 230. 32), exceptional increases, recommendations from authorities for, requests and applications for, reductions (see 230. 33), rewards for suggestions and improvements.)

248. 9 Miscellaneous.

250 Discipline.

(Military discipline, military offenses, military justice, military executions (see also crimes, 000. 51).)

250. 1 Morals and conduct.

(Use of liquor, drugs and intoxicants; introduction and sale of intoxicants and drugs on Indian reservations, in insular possessions and on or in immediate vicinity of; drunkenness in the Army, use of obscene language, introduction of obscene reading matter at military posts and camps, seduction, breach of promise, bastardy, rape; sodomy, practice of in the Army; sexual perversion; houses of prostitution, frequenting of by officers and enlisted men; concealed weapons, carrying of by officers and enlisted men; civilians, ill treatment by officers and enlisted men; lynchings by soldiers; loot and looting; torture; water cure; mistreatment of enlisted men; reports of immorality; misconduct, duplicating pay accounts, gambling, use and sale of narcotic drugs, malingering.)

250. 3 Correction and punishment.

(Fines, assessments pro rata, pledges, censure, reprimand, arrest, confinement, officers and enlisted men in hands of civil authorities.)

250. 4 Courts martial.
250. 401 Jurisdiction (general, special, other military courts and tribunals).
250. 402 Instructions (general, special, other military courts and tribunals).
250. 403 Appointing powers.
250. 41 Courts.
250. 411 General courts martial.
250. 412 Garrison courts martial.
250. 413 Special courts martial.
250. 414 Summary courts martial.
250. 419 Miscellaneous.
250. 42 Convening and dissolving.
250. 421 General courts martial.
250. 422 Garrison courts martial.
250. 423 Special courts martial.
250. 424 Appointment of summary courts martial.
250. 429 Miscellaneous.
250. 43 Members.
250. 431 Judge advocates.
250. 4311 Assistant judge advocates.
250. 432 Summary court officers.
250. 439 Miscellaneous.

250. 44 Counsel.
250. 45 Charges, proceedings, trials.
250. 451 Charges (amendment, return, other disposition).
250. 452 Proceedings (irregularities, correction, loss of.
250. 46 Evidence.
250. 461 Subpœnas.
250. 462 Witnesses.
250. 463 Testimony.
250. 464 Interrogatories and depositions.
250. 465 Conviction of previous offenses.
250. 469 Miscellaneous.
250. 47 Sentence.
250. 471 Remission.
250. 472 Mitigation.
250. 473 Suspension.
250. 479 Miscellaneous.
250. 48 Quorum.
250. 49 Miscellaneous.
250. 491 Reports.
250. 492 Transfer of cases to other jurisdictions.
250. 5 Other courts and tribunals.
250. 51 Provisional courts.
250. 52 Courts of inquiry.
250. 53 Provost courts.
250. 59 Miscellaneous.
250. 6 Influence, improper use of, by officers and enlisted men.
250. 7 Business enterprises of officers and enlisted men.
250. 8 Organization of secret and other societies in Army.
250. 9 Miscellaneous.
251 Desertion and deserters.
251. 1 Desertion.
251. 11 Prevention of.
251. 12 Removal of charge.
251. 13 Reports of.
251. 19 Miscellaneous.
251. 2 Deserters.
251. 21 Apprehension.
251. 211 Reward for. (See 242.4.)
251. 22 Surrender.
251. 23 Making good time lost while in desertions.

Deserters—Continued.

251. 24 Pardon.

251. 241 Restoration to duty without trial.

251. 25 Deserter's release.

251. 26 Deserter's circulars.

251. 27 Property lost by.

251. 28 Failure of commanding officers to report.

251. 29 Miscellaneous.

252 Military prisons.

(Establishment of, board of commissioners, regulations manufactures, donations.)

253 Military prisoners.

253. 1 Clemency.

253. 11 Pardon.

253. 12 Restoration to military service.

253. 13 Good conduct time allowance.

253. 131 Forfeiture of.

253. 2 Parole.

253. 3 Donations.

253. 4 Maintenance of ex-prisoners.

253. 5 Use of on construction work.

253. 6 Escape, and report of escape.

253. 61 Apprehension.

253. 611 Reward for.

253. 9 Miscellaneous.

253. 91 Transfer of.

253. 92 Release of.

253. 93 Handcuffing, shackling, placing in irons.

253. 94 Reports and returns.

253. 99 Miscellaneous.

254 Detention and internment camps.

255 Camps and prisons for prisoners of war.

260 **Pensions.**

290 **Miscellaneous.**

291 **Geneology and race.**

291. 1 Genealogy.

(Descendants, marriages, parentage, heredity, nativity, nationality.)

291. 2 Race.

(Negroes and Negro race; Filipinos and tribes, American Indians.)

292 **Quasi-military persons.**

(Families of officers, families of enlisted men, servants, sutlers, and post traders, stragglers, veterans, camp followers.)

293 **Funerals and burials, and reports of.**

293. 1 Honors, body and pall bearers, escorts.
293. 2 Officers and families, volunteer and ex-officers, and nurses.
293. 3 Enlisted men and families, volunteer and ex-soldiers.
293. 4 Civilians and others, including Confederates.
293. 5 Cemeteries, burial expenses, assignments of burial lots.
293. 6 Monuments and tombstones.

(Location and size, inscriptions, contributions.)

293. 7 Headstones and footstones.

(Applications for and shipment of; erection of.) (For supply see 468.)

293. 8 Removals and reinterments.

(Officers and families, enlisted men and families, civilians and others.)

293. 9 Miscellaneous.

(Bodies, corpses, cadavers, remains, the dead, recovery of, disposal of.) (For sanitary measures see 722.)

300 ADMINISTRATION.

310 Business methods and procedure.

320 Organization of the Army.

330 Military control.

340 Recruitment.

350 Education.

360 Aviation and aeronautics.

370 Employment, use, and movement of troops.

380 War and peace.

390

300 ADMINISTRATION.

300. 1 Laws relating to administration of Army.

300. 2 Articles of War.

(Amendment and revision, interpretation and construction.)

300. 3 Army regulations.

(Amendments, interpretation and construction, changes and revisions.)

300. 4 Orders.

(Executive, general, special including travel, court-martial, field orders or messages, secret or sealed orders, obituary.)

300. 5 Circulars and bulletins.

(War Department circulars, bureau circulars, uniform and national cemetery regulations, amendment and revisions, bulletins.)

300. 6 Memoranda, notes.

(Artillery, General Staff, National Guard.)

300. 7 Drill regulations or tactics, manuals.

(Systems of tactics, mobile army; regulations arms of the service, inquiries on points; manual of arms, inquiries on points; manual for courts-martial.)

300. 8 Small-arms firing and field service regulations.

(Interpretation and construction, revision.)

Miscellaneous regulations, etc.

(Fire regulations; special regulations, changes, amendments, and revisions.)

310 Business methods and procedure.

311 Communication, methods of. (For Correspondence, see 312.)

311.1 Mails.
311.11 Regulations and rules, postal and other.
311.12 Establishment of post offices and routes.
311.121 Extension of Rural Free Delivery System.
311.122 Mail boxes and mail wagons.
311.1221 Mail boxes.
311.1222 Mail wagons.
311.123 Establishment of post offices.
311.124 Establishment of routes.
311.125 Aerial mail service.
311.129 Miscellaneous.
311.13 Irregularities, lost or destroyed mails.
311.131 Irregularities.
311.132 Lost mails.
311.133 Destroyed mails.
311.14 Postage stamps, use of.
311.15 Penalty envelopes and franking privilege.
311.151 Penalty envelopes.
311.152 Franking privilege.
311.16 Parcel post.
311.17 Registered mail.
311.18 Forwarding and readdressing mail.
311.19 Miscellaneous.
311.191 Insured mail.
311.2 Telegraph.
311.201 Federal supervision.
311.21 Telegrams.
311.211 Night letters.
311.212 Day letters.
311.22 Cablegrams.
311.221 Cable interruptions.
311.23 Wireless (radiograms, aerograms).
311.3 Telephone.
311.4 Messengers and couriers.
311.5 Secret and confidential communication, methods of.

(Cipher letters and dispatches, ciphergraph and cipher writers, secret writing; codes, telegraphic; codes, secret other than telegraphic.)

311 Flags and other signals.
311 Censorship.
311. Miscellaneous.

(Homing pigeons.)

WAR DEPARTMENT CORRESPONDENCE FILE.

CHANGES No. 1.

WAR DEPARTMENT,
WASHINGTON, *September 23, 1918.*

Page 104, War Department Correspondence File, revised edition, 1918, is changed as follows:

Page **104.** Change the last three items to read as follows:

311.6	Flags and other signals.
311.7	Censorship.
311.9	Miscellaneous. (Homing pigeons.)

(*C. W. D. C. F. No. 1, Sept. 23, 1918.*)
[313.215, A. G. O.]

BY ORDER OF THE SECRETARY OF WAR:

PEYTON C. MARCH,
General, Chief of Staff.

OFFICIAL:
P. C. HARRIS,
Acting The Adjutant General.

88041°—18

WASHINGTON : GOVERNMENT PRINTING OFFICE : 1918

312 Correspondence, methods, forms, and classes.

312. 1 Classes of.

(Confidential, documents, instructions, letters, reports, personal or private, official, anonymous, crank, absurd inquiries or requests, circular letters, letters of introduction, letters of acknowledgment, regarding abstract of hypothetical questions, miscellaneous, regarding issue of various kinds of certificates, credentials, letters of identification.)

312. 2 Forms of.

(Letters, indorsements, postal cards, messages.)

312. 3 Channels of.

(Military, departmental, within War Department, between War Department and field offices, civil and with civilians, with Congressmen.)

312. 4 Letter writing.

(Address and addresses, phraseology and composition, chirography and use of typewriter, abbreviations, erasures, interlineations, signatures, initials, facsimile by rubber stamps, making copies.)

312. 5 Systems of correspondence.

312. 6 Irregularities in correspondence.

312. 9 Miscellaneous.

313 Records, making, keeping and using.

313. 1 Making records.

(Press copying, carbon process, photographic copies, copying by hand or typewriter.)

313. 2 Keeping records.

(Filing and indexing systems, numerically folded papers, decimal flat filing, numerical flat filing, card-index systems, War Department Correspondence File, self-indexing systems, loose-leaf systems, suspended or follow-up files, book records, fort record books.)

313. 3 Storage and care of records.

(Transfer of.)

313. 4 Amendment and correction of.

313. 5 Utilization or use of.

(Access to or permission to examine, authentication and certification, use of official seals, production in court, application for and refusal to furnish copies, copies of records and files.)

313. 6 Disposition of, such as burning, destroying.

(Useless records, obsolete records.)

313. 7 Lost or destroyed records.

313. 9 Miscellaneous.

314 **Records, classes of.**

314. 1 Staff corps and departments.
314. 2 Posts.
314. 3 Commands or organizations, Regular Army.
314. 4 Captured records.
314. 5 State and volunteer organizations, National Army and National Guard.
314. 6 Death and interment records.
314. 7 Military histories.

(Confederate and Southern Confederacy: Archives, records and rolls, pensions, Army of, Congress of, general officers, seal of; Revolutionary War, War of 1812, Civil War, Spanish War, Colonial War, Indian wars.)

314. 8 Records of wars.
314. 81 War diaries.

315 **Blank forms and blank books.**

(Methods of procuring and supplying, adoption of new forms and tests, revisions and alterations, instructions and made-up model of forms, complaints, criticisms, suggestions, distribution and supply, requisitions for, surplus and obsolete forms.)

316 **Office methods.**

319 **Miscellaneous.**

319. 1 Reports.

(As to condition of public business, periodical, annual and monthly, miscellaneous.)

319. 2 Miscellaneous administrative matters.
319. 22 Paper work in the Army.
319. 23 Errors and error cards.
319. 24 Percentages, losses and gains.
319. 25 Compilations and gathering data.
319. 251 Dissemination of.
319. 26 Mailing list.

320 Organization of the Army.

320. 1 Laws and regulations as to.
320. 2 Strength.
320. 21 Commissioned strength.
320. 22 Enlisted strength.
320. 3 Tables of organization.
320. 4 Manning tables.
320. 9 Miscellaneous.

321 Staff Corps or departments.

321. 1 General staff corps.
321. 101 Officers of; the Chief of Staff.
321. 11 Office of Chief of Staff.
321. 12 War College Division.
321. 121 Officers of, chief of.
321. 13 Mobile Army Division.
321. 131 Officers of, chief of.
321. 14 Coast Artillery Division or Bureau.
321. 141 Officers of, chief of.
321. 15 Militia Division or Bureau.
321. 151 Officers of, chief of.
321. 16 Field Artillery Division.
321. 161 Officers of, chief of.
321. 17 Tank Corps or Division.
321. 171 Officers of, director or chief of.
321. 19 Miscellaneous.
321. 2 Adjutant General's Department.
321. 21 Officers of, adjutants general, The Adjutant General of the Army.
321. 3 Inspector General's Department.
321. 31 Officers of, inspectors general, Inspector General of the Army.
321. 4 Judge Advocate General's Department.
321. 41 Officers of, judge advocates, Judge Advocate General.
321. 5 Quartermaster Corps (or department).
321. 51 Quartermaster General.
321. 6 Medical Department.
321. 61 Surgeon General.
321. 7 Corps of Engineers (or Engineer Department).
321. 71 Chief of Engineers.
321. 8 Ordnance Department
321. 81 Chief of Ordnance.

321.9 Miscellaneous.
321.91 Signal Corps (or department).
321.911 Chief Signal Officer.
321.99 Miscellaneous.
321.991 Officers of.

322 Arms of service; organizations and tactical units, and their commanders, staffs, and officers.

322.01 Artillery.
322.011 Coast Artillery Corps.
322.0111 Coast Artillery officers.
322.0112 Coast Artillery enlisted men.
322.012 Field Artillery.
322.0121 Field Artillery officers.
322.0122 Field Artillery enlisted men.
322.02 Cavalry.
322.021 Cavalry officers.
322.022 Cavalry enlisted men.
322.03 Engineer Corps.
322.031 Engineer officers.
322.032 Engineer Corps enlisted men.
322.04 Infantry.
322.041 Infantry officers.
322.042 Infantry enlisted men.
322.05 Medical Corps.
322.051 Medical officers, surgeons.
322.052 Medical Corps enlisted men.
322.053 Dental Corps.
322.0531 Dental officers, dental surgeons.
322.0532 Dental Corps, enlisted men.
322.054 Sanitary corps.
322.0541 Sanitary Corps officers.
322.0542 Sanitary Corps enlisted men.
322.055 Veterinary corps.
322.0551 Veterinary Corps officers.
322.0552 Veterinary Corps enlisted men
322.06 Ordnance Corps.
322.061 Ordnance officers.
322.062 Ordnance Corps enlisted men.
322.07 Quartermaster Corps.
322.071 Quartermasters.
322.072 Quartermaster Corps enlisted men.

322.08 Signal Corps.
322.081 Signal Corps officers, signal officers.
322.0811 Signal Corps enlisted men.
322.082 Aviation Section or Aviation Corps.
322.0821 Aviation Section officers.
322.0822 Aviation Section enlisted men.
322.091 Tank Corps.
322.0911 Tank Corps officers.
322.0912 Tank Corps enlisted men.
322.092 Native troops.
322.0921 Officers of.
322.0922 Enlisted men.
322.093 Philippine Scouts.
322.0931 Philippine Scouts officers.
322.0932 Philippine Scouts enlisted men.
322.094 Porto Rican Regiment of Infantry.
322.0941 Officers of.
322.0942 Enlisted men.
322.095 Chemical Warfare Service.
322.0951 Officers of.
322.0952 Enlisted men.
322.099 Miscellaneous.
322.0991 Officers of.
322.0992 Enlisted men.
322.1 Armies.
322.11 Field armies.
322.12 Army corps.
322.13 Divisions.
322.14 Brigades.
322.15 Hospitals.

(Other than post or general—such as field hospitals, base hospitals, evacuation hospitals, convalescent hospitals, prophylactic and similar stations.)

322.16 Bands.
322.17 Regiments.
322.171 Battalions.
322.172 Squadrons.
322.173 Companies.
322.174 Troops (A, B, etc.).
322.175 Batteries.
322.179 Miscellaneous.
322.2 Trains.
322.3 Units.

322. 4 Services.
322. 5 Corps.
322. 6 Shops (organizations).
322. 7 Detachments.
322. 8 Platoons.
322. 9 Miscellaneous.
322. 91 Squads.
322. 92 Sections.
322. 93 Scout organizations.
322. 94 Mounted organizations.
322. 95 Provisional organizations.
322. 96 Replacement troops.
(For general purposes.)
322. 97 Battle commands.
322. 971 Fire commands.
322. 972 Mine commands.
322. 973 Battery commands.
322. 98 Commanders of.

(Armies, field armies, corps, divisions, brigades, various field hospitals, base, etc., regiments, bands, battalions, squadrons, companies, troops, batteries, trains, shops, units, and other organizations, battle, fire, mine, and battery commands.)

322. 981 Authority of.
322. 982 Duties of.
322. 99 Miscellaneous.
322. 991 Staff officers of.

(Armies and organizations—such as chief of staff, adjutant, quartermaster, surgeon, judge advocate, supply officer, liaison officer, inspector, ordnance officer, signal officer, athletic officer, personnel officer, intelligence officer, aids, insurance officer, and other staff officers of organizations.)

322. 9911 Authority of.
322. 9912 Duties of.
322. 992 Noncommissioned staff officers.
322. 993 Noncommissioned officers.
322. 994 Lance-noncommissioned officers.
322. 995 Enlisted specialists.
322. 996 Rated men.
(For general use only; for specific titles or grades, see No. 221.)
322. 999 Miscellaneous.

323 **Geographical divisions.**
323. 1 Centralization and concentration.
323. 11 Decentralization.
323. 2 Distribution of Army by arms of service.
323. 3 Military departments or divisions.
323. 31 Establishment of.
323. 32 Discontinuance of.
323. 33 Extension of limits of.
323. 34 Contraction of limits of.
323. 35 Headquarters of.
323. 36 Commanders of (department or division).
323. 361 Authority of.
323. 362 Duties of.
323. 37 Staff officers of.

(Such as chief of staff, adjutant, quartermaster, surgeon, ordnance officers, engineer, statistical officer, judge advocate, signal officer, sanitary inspector, attending surgeon, inspector of small-arms firing, intelligence officer, athletic officer, insurance officer, officer in charge of Militia or National Guard affairs, and others.)

323. 371 Authority of.
323. 372 Duties of.
323. 4 Coast Artillery districts.
323. 41 Establishment of.
323. 42 Discontinuance of.
323. 43 Extension of limits of.
323. 44 Contraction of limits of.
323. 45 Headquarters of.
323. 46 Commanders of.
323. 461 Authority of.
323. 462 Duties of.
323. 47 Staff officers of.

(Personnel officer, matériel officer, and such other staff officers as may be authorized.)

323. 471 Authority of.
323. 472 Duties of.
323. 5 Coast defenses.
323. 51 Establishment of.
323. 52 Discontinuance of.
323. 53 Extension of limits of.
323. 54 Contraction of limits of.
323. 55 Headquarters of.
323. 56 Commanders of.
323. 561 Authority of.
323. 562 Duties of.

Coast defenses—Continued.

323. 57 Staff officers of.

(Adjutant, quartermaster, surgeon, ordnance officer, engineer, statistical officer, intelligence officer, signal officer, supply officer, and others.)

323. 571 Authority of.
323. 572 Duties of.
323. 6 Military districts, miscellaneous.
323. 61 Establishment of.
323. 62 Discontinuance of.
323. 63 Extension of limits of.
323. 64 Contraction of limits of.
323. 65 Headquarters of.
323. 66 Commanders of.
323. 661 Authority of.
323. 662 Duties of.
323. 67 Staff officers of.

(Adjutant, quartermaster, surgeon, ordnance officer, etc.)

323. 671 Authority of.
323. 672 Duties of.
323. 7 Posts, forts, schools, stations, arsenals, depots, general hospitals, and post hospitals.
323. 71 Establishment of.
323. 72 Discontinuance of.
323. 73 Extension of limits of.
323. 74 Contraction of limits of.
323. 75 Headquarters of.
323. 76 Commanders.
323. 761 Authority of.
323. 762 Duties of.
323. 77 Staff officers of.

(Adjutant, quartermaster, surgeon, ordnance officer, administrative officer, signal officer, supply officer, insurance officer, intelligence officer, athletic officer, statistical officer, and others.)

323. 771 Authority of.
323. 772 Duties of.
323. 8 Militia or National Guard, by States.
323. 82 Adjutants general.
323. 821 Authority of.
323. 822 Duties of.

Militia or National Guard, by States—Continued.

323.83 Quartermaster generals.
323.831 Authority of.
323.832 Duties of.
323.84 Other State officers.
323.841 Authority of.
323.842 Duties of.
323.9 Miscellaneous geographical divisions.
323.91 Ports of embarkations.
323.911 Establishment of.
323.912 Discontinuance of
323.913 Extension of, limits of.
323.914 Contraction of, limits of.
323.915 Headquarters of.
323.916 Commanders of.
323.9161 Authority of.
323.9162 Duties of.
323.917 Staff officers.

(Such as chief of staff, adjutant, quartermaster, surgeon, executive officer, intelligence officer, etc.)

323.9171 Authority of.
323.9172 Duties of.
323.92 Ports of debarkation.
323.921 Establishment of.
323.922 Discontinuance of.
323.923 Extension of limits of.
323.924 Contraction of limits of.
323.925 Headquarters of.
323.926 Commanders of.
323.9261 Authority of.
323.9262 Duties of.
323.927 Staff officers.

(Such as chief of staff, adjutant, quartermaster, executive officer, intelligence officer, etc.)

323.9271 Authority of.
323.9272 Duties of.

324 Volunteers.

324. 1 Calls for.

(Enrollment and enrolling officer, muster, muster in, muster out, remuster, mustering regulations, residence at time of enrollment or muster in.)

324. 2 Appointment and separation.

324. 21 Appointment.

(Appointment by the President, operative from acceptance, appointment by governor or State by act of Congress, effective on muster in only, defacto officer, acts valid as to third persons, commissioned in volunteers under acts of Congress and general orders of War Department, application and examination for, volunteers' eligible list.)

324. 22 Separations.

(Vacation of office: by accepting another office, by summary dismissal, by muster out, by discontinuance of office, by sentence of court-martial.)

324. 3 Tenders of service.

(Individuals, property offered, organizations, recruiting for volunteers, recruiting details, recruiting agents.)

324. 4 Organizations of State and United States Volunteers.

(State volunteers, United States volunteers.)

324. 5 Independent organizations.

(Home guards, invalid corps, life-saving corps, telegraph corps United States guard.)

324. 6 Retired and reserve.

(Volunteer retired list, volunteer reserves.)

324. 9 Miscellaneous matter pertaining to volunteers.

(Substitutes, loyalty and disloyalty, bounty and bounty land, volunteer officers.)

325 Militia or National Guard.

325. 1 Laws and regulations governing.

325. 11 Regulations.

325. 12 Code and manuals.

325. 2 Discrimination against.

325. 3 Relations with War Department.

325. 31 Relations with Regular Army, National Army, Reserve Corps.

325. 32 Cooperation with Regular Army, National Army, Reserve Corps.

325. 33 Status as militia or National Guard.

Relations with War Department—Continued.

325. 34 Status when in Federal service.
325. 35 Federal recognition.
325. 351 Withdrawal of Federal recognition.
325. 36 Calls into Federal service.
325. 37 Drafts into Federal service.
325. 39 Miscellaneous.
325. 4 Organization.
325. 41 Unorganized militia or national guard.
325. 411 Enrollment of.
325. 42 Independent required to organize.
325. 43 Conformity with Regular Army.
325. 44 Strength.
325. 441 Commissioned.
325. 442 Enlisted.
325. 45 Organizations.
325. 451 Changes in.
325. 452 Muster in and out.
325. 4521 Muster in, or induction.
325. 4522 Muster out.
325. 453 Disbandment.
325. 454 Transfer of units between arms.
325. 455 Designations of.
325. 456 Absentees from muster in.
325. 457 Absentees from muster out.
325. 459 Miscellaneous.
325. 5 Development and improvement of.
325. 51 Policies and plans.
325. 52 Education (see also 350).
325. 521 Systems and methods of instructions.
325. 522 Correspondence schools.
325. 523 State schools.
325. 524 Standardization of.
325. 525 Courses of study.
325. 526 Armory instruction.
325. 527 Instruction State employees.
325. 528 Instruction at property inspections.
325. 529 Miscellaneous.
325. 9 Miscellaneous.

326 **Reserves.**
326. 01 Formation of.
326. 02 Assignment to active duty.
326. 03 Relief from active duty.
326. 1 Regular Army.
326. 11 Enlisted.
326. 2 Reserve Corps.
(Medical, signal, ordnance, quartermaster, engineers, etc.)
326. 21 Officers.
326. 22 Enlisted.
326. 4 National Guard.
326. 41 Officers.
326. 42 Enlisted.
326. 5 Marksman reserve.
326. 6 Reserve officer training corps.
326. 9 Miscellaneous.
327 **National Army.**
327. 01 Laws and regulations.
327. 02 Draft or conscription.
327. 1 Registration and boards.
327. 11 Registration.
327. 111 Registration boards.
327. 112 Questionnaires.
327. 2 Examination, exemption, boards, calls and quotas.
327. 21 Examination.
327. 211 Examining boards.
327. 22 Exemption.
327. 221 Exemption boards.
327. 222 Exempted registrants.
327. 23 Calls and quotas.
327. 24 Appeals.
327. 241 Boards of appeal.
327. 3 Drafted men.
327. 31 Induction.
327. 32 Instruction.
327. 33 Reporting.
327. 34 Acceptance.
327. 35 Rejection.
327. 36 Objectors.
327. 39 Miscellaneous.
327. 9 Miscellaneous.
327. 91 Reports.
327. 92 Records.

330 Military control.

330. 1 Efficiency.

(Of troops by arm of service and organizations, of National Guard by States and organizations, reports of efficiency.)

330. 13 Commendations.

330. 14 Criticisms.

330.2 Service.

(Field, tropical, and foreign.)

330.3 Muster rolls and returns.

330. 31 Muster rolls.

330. 311 Rendition and correction of.

330. 32 Returns of organizations.

330. 321 Rendition and correction of.

330. 33 Returns of posts.

330. 331 Rendition and correction of.

331 Posts and stations, administration of.

331. 1 Post libraries.

331. 2 Clubs.

331. 3 Post, camp and company exchanges.

(Establishment of, stocks, fixtures, supplies, officers, employees, councils of administration, profit, loss, credit, regulations, operation reports.)

331. 4 Messes.

(Officers' and enlisted men's.)

331. 5 Laundries, tailor shops, barber shops, etc.

(Establishment of, regulations, civilians operating.)

331. 51 Laundries.

331. 52 Tailor shops.

331. 53 Barber shops.

331. 59 Miscellaneous.

331. 6 Kitchens and gardens, etc.

331. 9 Miscellaneous.

332 Flags, trophies, and personal property. (For supply, see 400.)

332. 1 Flags.

(Captured, Confederate, National, desecration, misuse, use for advertising purposes, inscriptions of battles on silver bands and rings.)

332. 2 Trophies.

(National, Nevada, Palma, Soldier of Marathon.)

332. 3 Personal property.

332. 31 Civilian clothing.

(Wearing of, by officers, wearing of, by enlisted men, sale of cast-off clothing by recruits.)

Personal property—Continued.

332. 32 Officers.

(Disposition of and storage of.) (See 400.)

332. 33 Enlisted men.

(Disposition of and storage of.) (See 400.)

332. 34 Civilian employees.

(Disposition of and storage of.) (See 400.)

332. 39 Miscellaneous.

332. 9 Miscellaneous.

333 Inspections and investigations by inspectors general and other officers, and reports of.

(Methods and manner of making, regulations governing, special instructions.)

333. 1 Military posts, hospitals, depots, arsenals, armories, stations, districts, and cemeteries, in their entirety.

333. 2 Maneuvers, target practices, tournaments, field marches.

333. 3 Organizations of troops.

(Including all units Regular Army, National Army, Red Cross, and volunteer units.)

333. 34 In the field.

(Cantonments, mobilization and concentration camps.)

333. 35 In garrison or quarters.

333. 4 Militia or National Guard organizations and property.

333. 44 In field.

333. 45 In garrison or quarters.

333. 5 Investigations.

333. 6 Buildings, reservations, as to condition, upkeep, repair.

333. 7 Vessels, Army transports, and harbor boats.

333. 8 Business methods.

333. 81 Accounts.

333. 811 Money accounts.

333. 812 Property accounts.

333. 82 Reports.

333. 9 Miscellaneous.

333. 91 Other property and supplies as to condition, upkeep and repair.

334	**Boards, councils, commissions.**
334. 1	Examining boards and reports.
334. 2	Regulations and equipment boards, and reports.
334. 3	Service boards, and reports.
334. 4	Efficiency boards, and reports.
334. 5	College inspection, and reports.
334. 6	Retiring, and reports.
334. 7	Boards, other, and proceedings of.
334. 8	Commissions, committees, and councils, missions, and reports.
334. 9	Miscellaneous.
335	**Honors and ceremonies.**
335. 1	Honors.
335. 11	Official courtesies.
335. 12	Salutes.
335. 13	Saluting stations.
335. 14	Entertainment of distinguished guests.
335. 15	Testimonials and thanks.
335. 16	Rolls of honor.
335. 17	Honorary degrees.
335. 19	Miscellaneous.
335. 2	Ceremonies. (Precedence of troops; reviews, parades, roll calls, musters, receptions, inspections.)
335. 29	Miscellaneous.
335. 291	Service calls. (Reville, retreat, guard mount, changes, new calls.)
336	**Foreign and international affairs and relations.**
336. 01	International agreements.
336. 1	Foreign commerce and customs regulations.
336. 2	Foreign armies.
336. 21	Movement of troops on U. S. Territory.
336. 22	Noncommissioned officers.
336. 23	Privates.
336. 29	Miscellaneous.
336. 3	Foreign navies.
336. 31	Foreign vessels.
336. 4	Foreign officers.
336. 5	International boundary.
336. 6	International conferences.
336. 7	Foreigners and foreign subjects.
336. 8	Activities of foreigners in United States.

336. 9 Miscellaneous.

336. 91 Foreign ambassadors, ministers, envoys, representatives.

336. 92 Consuls and consular agents.

336. 93 Foreign attachés.

336. 94 Foreign embassies.

336. 95 Foreign rulers, potentates, kings, queens, emperors, presidents.

336. 96 Transfer or release of foreign subjects from U. S. service to foreign service and from foreign service to U. S. service.

337 Conferences, military, naval, and other.

340 **Recruitment.**

341 **Recruiting.**

341. 1 Army at large.
341. 2 Departmental and regimental.
341. 3 Special recruiting for arms of service.
341. 4 Recruiting regulations.

(Instructions to govern, recruiting circulars or posters, trimonthly reports, night recruiting.)

341. 5 Recruiting parties.
341. 6 Recruiting depots.
341. 7 Recruit depot posts.
341. 8 Recruiting districts and stations.

(Opening and closing.)

341. 9 Miscellaneous.
341. 91 Recruiting Officers.

342 Enlistment.

342. 01 Army Reserve.
342. 02 Period of enlistment.
342. 03 Fraudulent enlistment.
342. 04 Reports of enlistment.
342. 05 Enlistment papers.
342. 06 Reenlistment.
342. 09 Miscellaneous.
342. 1 Applicants and applications for enlistment.

(Accepted, rejected, probation, elopement.)

342. 15 Physical examination.

(Physical examination reports, disqualifying defects, mental, age, waived by regulations, special authority Secretary of War.)

342. 17 Special enlistment for staff departments.
342. 18 Ineligibles, special authority for enlistment of aliens, Indians, married men, military prisoners.
342. 19 Miscellaneous.

343 **Recruits.**

(Qualifications, moral, medical examination, instruction.)

343. 1 Application for recruits, by:

(Staff departments, Medical Department, Military Academy detachments, Ordnance Department, Quartermaster Corps, Signal Corps, line of the Army, Coast and Field Artillery, colored, white, Cavalry, Engineers, Infantry, native troops.)

343. 2 Assignment.

(Available for, staff departments, line of the Army, select, conducting to stations, reports of commanding officers on, quality of, reports by commanding officers.)

343. 9 Miscellaneous.

344 Identification.

344. 1 Systems of.

(Finger print, outline figure card, photographic, personal marks, number system.)

344. 2 Charts, tables, use of identification tags. (For supply see 421.)

344. 3 Calls on commanding officers to correct defective finger prints, photographs, or make new ones.

350 Education.

350.001 Lectures.
350.01 Literature for use of the Army.
350.02 Reading matter.
350.03 Language, study of and proficiency in.
350.04 Military musuems.
350.05 Military information, collection.
350.051 Dissemination of.
350.06 Military problems.
350.07 Military observations.
350.08 Military topography.
350.09 Miscellaneous.
350.1 Foreign military schools, attendance officers and enlisted men.
350.2 Foreign officers, attendance at military schools in United States.
350.3 Civilians, attendance at military schools in United States.
350.4 Instruction reports from arms of the service.
350.5 Illiteracy in the Army.
350.6 Tactical rides and walks.
350.61 Tactical rides; staff rides.
350.62 Tactical walks.

351 Military Academy.

351.01 Officers of, superintendent, professors, commandant of cadets, treasurer, disbursing officer, adjutant, Quartermaster Corps officers, master of the sword, teachers, instructors, organists.
351.011 Transfer of.
351.02 Detachment of enlisted men.
351.03 Band.
351.04 Regulations.
351.05 Departments.
351.051 Curriculum or courses of instruction.
351.052 Weights.
351.053 Class standing.
351.054 Demotion (turned back).
351.055 Suspension of duties.
351.059 Miscellaneous.
351.06 Academic board and Board of Visitors.

351. 1 Cadets.
351. 11 Appointment and reappointment.
351. 12 Alternates.
351. 13 Probation.
351. 14 Reinstatement.
351. 15 Examination, physical and mental.
351. 151 Cadets at the academy.
351. 152 Deficient in examination.
351. 153 Candidates.
351. 154 Reexamination.
351. 159 Miscellaneous.
351. 16 Demerits.
351. 17 Punishment.
351. 18 Appeals.
351. 19 Hazing.
351. 21 Absence.
351. 22 Distinguished.
351. 23 Graduation list.
351. 24 Separation.
351. 241 Resignation.
351. 242 Dismissal.
351. 243 Suspension.
351. 25 Vacancies.
351. 26 Use of, to instruct militia.
351. 27 Circulars of information.
351. 28 Candidates.
351. 281 Admission of.
351. 282 Oaths.
351. 283 Date to report.
351. 284 Districts.
351. 29 Rolls
(Conduct, merit, annual, section.)
351. 33 Uniforms.
351. 35 Change of name.
351. 36 Warrants.
351. 37 Residence.
351. 38 Admission and education of foreigners.
351. 39 Corps of cadets.
351. 391 Appointment of cadet officers.
351. 392 Appointment cadet, noncommissioned.
351. 41 Encampment.
351. 42 Cadet store.
351. 9 Miscellaneous.

352	**Army service schools and staff colleges.**
352. 01	Establishment of.
352. 11	Course of instruction.
352. 12	Examinations.
352. 121	Questions for examinations.
352. 122	Reexaminations.
352. 13	Essays and lectures.
352. 14	Service School journals.
352. 15	Students.
352. 151	Excused from attendance.
352. 152	Exemption.
352. 16	Instructors.
352. 17	Graduates.
352. 171	Post graduate courses.
352. 18	Proficiency and deficiency.
352. 181	Proficiency
352. 182	Deficiency.
352. 183	Diplomas and certificates.
352. 184	Honor rolls.
352. 19	Miscellaneous.
352. 191	Detachments at.
352. 192	Officers of.
	(Commandants, superintendents, etc.)
352. 3	Garrison schools.
352. 31	Course of instruction.
352. 32	Examination.
352. 321	Questions for examinations.
352. 322	Reexamination.
352. 33	Essays and lectures.
352. 34	Service Schools journals.
352. 35	Students.
352. 351	Excused from attendance.
352. 352	Exemption.
352. 36	Instructors.
352. 37	Graduates.
352. 371	Post graduate course.
352. 38	Proficiency and deficiency.
352. 381	Proficiency.
352. 382	Deficiency.
352. 383	Reexamination.
352. 384	Diplomas and certificates.
352. 385	Honor rolls.
352. 389	Miscellaneous.
352. 39	Miscellaneous.
352. 9	Miscellaneous schools.
	(Post schools, Correspondence schools.)

353 **Training.**

(Cooperation in military training, citizens' training.)

353. 01 Schedules.

353. 02 Instruction.

(Instruction visits.)

353. 03 Night training.

353. 1 Target practice.

353. 11 Target year; suspension of; target season.

353. 13 Signal Service.

353. 14 Small arms firing.

(Classification, figure of merit, Coast Artillery, colleges, gallery, machine-gun platoons, special course for National Guard.)

353. 15 Marksmanship.

(Qualification, classification, certificate of marksmanship.)

353. 16 Artillery, Field.

353. 17 Artillery, Coast.

(Rapid fire, machine gun, mortar, siege gun, batteries at posts, assignment to guns and calibers and batteries; night practice; subcaliber and mine practice, figure of merit, records and reports, reports of mine practice.)

353. 2 Small arms competition.

(Teams, entrance and other fees, officials, prizes, international, national, Army, National Guard, State, interstate, department, and division, annual reports.)

353. 3 National shooting matches.

(Tryouts, teams, entrance and other fees, officials, prizes, rifle clubs and teams.)

353. 4 Firing.

(Tests of, circuits for seacoasts, salvos and salvo points, proof firing.)

353. 5 Drills and exercises.

(Competitive, exhibition, prize, signals and signaling (including telegraph and telephone), equitation, horse racing, guard duty, instruction drills, practice marches, itineraries, tests, trench warfare, trench building, physical exercise, walking, running, horsemanship, fencing and similar drills, tournaments, military, swordsmanship, camouflage training and instruction, bayonet exercises, gunners; radio, first aid and grenade instruction, gas defense.)

353. 51 Excused from.

353. 6 War games. (Aviation, see 373.)
353. 7 Musical training.

(Vocal, instrumental, teachers, instruction, orchestra, string, brass, bugle calls.)

353. 8 Athletics and amusements.

(Boxing, prize fighting, jiu jitsu, wrestling, swimming, gymnastics, wall scaling, games, baseball, basket ball, billiards, bowling, football, golf, polo, pool, tennis, amusements, concerts, dances, entertainments, exhibitions, handball, hockey.)

353. 9 Miscellaneous.

(Cooking.)

353. 91 Vocational and industrial training.

(Reeducation of disabled soldiers.)

354 Field camps.

354. 1 Camps of instruction.
354. 11 Establishment of.
354. 12 Discontinuance of.
354. 13 Extension of limits of.
354. 14 Contraction of limits of.
354. 15 Headquarters of.
354. 16 Commanders of.
354. 161 Authority of.
354. 162 Duties of.
354. 17 Staff officers of.

(As chief of staff, adjutant, quartermaster, surgeon, and other staff officers.)

354. 171 Authority of.
354. 172 Duties of.
354. 18 Rules and regulations.
254. 19 Miscellaneous.
354. 2 Maneuvers.
354. 21 Organization of.
354. 22 Discontinuance of.
354. 23 Rules and regulations.
354. 25 Headquarters of.
354. 26 Commanders of.
354. 261 Authority of.
354. 262 Duties of.
354. 27 Staff officers of.

(As chief of staff, adjutant, quartermaster, surgeon, and other staff officers.)

354. 271 Authority of.
354. 272 Duties of.

Maneuvers—Continued.

354. 28 Rules and regulations.
354. 29 Miscellaneous.
354. 3 Mobilization camps.
354. 31 Establishment of.
354. 32 Discontinuance of.
354. 33 Extension of limits of.
354. 34 Contraction of limits of.
354. 35 Headquarters of.
354. 36 Commanders of.
354. 361 Authority of.
354. 362 Duties of.
354. 37 Staff officers of.

(As chief of staff, adjutant, quartermaster, surgeon, and other staff officers.)

354. 371 Authority of.
354. 372 Duties of.
354. 38 Rules and regulations.
354. 39 Miscellaneous.
354. 4 Concentration camps.
354. 41 Establishment of.
354. 42 Discontinuance of.
354. 43 Extension of limits of.
354. 44 Contraction of limits of.
354. 45 Headquarters of.
354. 46 Commanders of.
354. 461 Authority of.
354. 462 Duties of.
354. 47 Staff officers of.

(As chief of staff, adjutant, quartermaster, surgeon, and other staff officers.)

354. 471 Authority of.
354. 472 Duties of.
354. 48 Rules and regulations.
354. 49 Miscellaneous.
354. 5 Cantonments.
354. 51 Establishment of.
354. 52 Discontinuance of.
354. 53 Extension of limits of
354. 54 Contraction of limits of
354. 55 Headquarters of
354. 56 Commanders of
354. 561 Authority of
354. 562 Duties of

Cantonments—Continued.

354. 57 Staff officers of.

(As chief of staff, adjutant, quartermaster, surgeon, and other staff officers.)

354. 571 Authority of.
354. 572 Duties of.
354. 58 Rules and regulations.
354. 59 Miscellaneous.
354. 6 Training camps.
354. 61 Establishment of.
354. 62 Discontinuance of.
354. 63 Extension of limits of
354. 64 Contraction of limits of.
354. 65 Headquarters of.
354. 66 Commanders of.
354. 661 Authority of.
354. 662 Duties of
354. 67 Staff officers of.

(As chief of staff, adjutant, quartermaster, surgeon, and other staff officers.)

354. 671 Authority of.
354. 672 Duties of.
354. 68 Rules and regulations.
354. 69 Miscellaneous.
354. 7 Recuperative and convalescent camps.
354. 71 Establishment of.
354. 72 Discontinuance of.
354. 73 Extension of limits of.
354. 74 Contraction of limits of.
354. 75 Headquarters of.
354. 76 Commanders of.
354. 761 Authority of.
354. 762 Duties of.
354. 77 Staff officers of.

(Adjutant, quartermaster, surgeon and other staff officers.)

354. 771 Authority of.
354. 772 Duties of.
354. 78 Rules and regulations.
354. 79 Miscellaneous.
354.9 Miscellaneous.

(Arrange alphabetically by names of camps and subdivide as outlined supra as in 354. 7.)

360 Aviation and aeronautics.

360. 01 Policy of War Department as to development, and laws and regulations as to licenses.

360. 02 Study of, as problem.

(Reports of officers and enlisted men, reports of officers observing foreign and enemy aircrafts.)

370 Employment, operation, and movement of troops.

370. 01 Mobilization and concentration.
370. 02 United States troops passing through foreign territory.
370. 03 Invasion.
370. 04 Siege.
370. 05 Evacuation.
370. 07 Damages caused by military activities.
370. 09 Miscellaneous.
370. 091 Escorts, guards and convoys.
370. 092 Reenforcements.
370. 093 Military police.
370. 094 Snipers and Sniping.
370. 095 Secret Service.
370. 1 To give aid and relief in time of disaster.
370. 11 Accidents, railroad and other.
370. 12 Earthquakes.
370. 13 Famine.
370. 14 Floods.
370. 15 Storms, cyclones, hurricanes, tornadoes.
370. 16 Fires.
370. 19 Miscellaneous.
370. 2 Operations and reports of.
370. 22 Expeditions and campaigns.
370. 23 Scouts and skirmishes.
370. 24 Engagements.
370. 25 Explorations.
370. 26 Joint Army and Navy operations.
370. 28 Camouflage operations.
370. 29 Miscellaneous.
370. 3 Protection of seacoast.
370. 31 Submarine mine defense.
370. 32 Harbor defenses.
370. 4 Communication, ways and means.
370. 41 Line of communication.
370. 42 Establishment of base lines.
370. 43 Base sections.
370. 44 Advance sections.
370. 45 Intermediate sections.
370. 49 Miscellaneous.
370. 5 Assignments, changes of stations.
(Reports of arrival and departure.)

370. 6 Suppression of lawlessness.
370. 61 Riots and strikes.
370. 62 Filibustering.
370. 63 Insurrections.
370. 64 Guerrilla warfare.
370. 65 Indian depredations and dances.
370. 66 Troops as posse comitatus.
370. 69 Miscellaneous.
370. 7 Exhibitions and parades.

(Applications for from societies, fairs, horse shows, inauguration ceremonies, tournaments, use of aircraft.)

370. 8 Martial law, provost marshals.
370. 9 Miscellaneous.
371 Field of operations.
371. 1 Service of information.
371. 2 Service of security.
371. 9 Miscellaneous.
372 Field administration. (Field service regulations.)
372. 1 Service of interior.
372. 2 Service of theater of operations.
372. 3 Zone of the advance.
372. 4 Zone of the line of communications.
373 Aerial operations, all sorts.

(Photographing.)

380 **War and peace.**

(Under this head, matters and terms relating to making peace and war, terminating, carrying on wars have been placed.)

(Interventions, civil war, foreign war.)

381 **Preparations and preparedness for war, plans, tables, instructions, statistics, etc.**

381. 1 War footing.
381. 2 War strength.
381. 3 Materials for war.
381. 4 Reserves for war.
381. 5 Promotion of target practice.

(Army, Militia, National Guard, educational institutions, clubs, home guards.)

381. 9 Miscellaneous.

382 **Beginning war.**

382. 1 Proclamation.
382. 2 Declaration of war.
382. 9 Miscellaneous.

383 **Conduct of war with relation to persons and commercial firms.**

383. 01 Internment.
383. 1 Safe conduct.
383. 2 Noncombatants.
383. 3 Clemency or pardon.
383. 4 Spies, espionage.
383. 5 Hostages.
383. 6 Prisoners of war. (For prisons for, see 255.)
383. 7 Refugees, reconcentrados and interned persons.

(For detention and internment camps, see 254.)

383. 8 Commercial firms; blacklisted; enemy trading.
383. 9 Miscellaneous.

384 **Conduct of war with relation to places, organizations, commands.**

384. 1 Surrenders or abandonments.
384. 2 Capture or capitulation.
384. 3 Blockades or bombardments.
384. 4 Barred or restricted zones.
384. 9 Miscellaneous.

385 **Methods and manner of conducting war.**

385. 1 Non-intercourse.
385. 2 Weapons.
385. 3 Retaliation.
385. 4 Flags of truce.
385. 5 Embargo.
385. 9 Miscellaneous.

386 **Property rights involved in war.**
386. 1 Destruction in battle or under military necessity.
386. 2 Occupancy and use and billeting.
386. 3 Captured property.
386. 4 Borrowed from allies.
386. 5 Contraband.
386. 6 Internment.
(For seized or interned ships see 546.)
386. 9 Miscellaneous.
387 **Terminating war.**
387. 1 Amnesty.
387. 2 Treaties (see 388.1).
387. 3 Protocols.
387. 4 Armistice.
387. 5 Arbitration and mediation (see 388.2).
387. 6 Indemnities.
387. 7 Proclamations.
387. 9 Miscellaneous.
388 **Preserving peace.**
388. 1 Treaties (see 387.2).
388. 2 Arbitrations (see 387.5).
388. 3 Disarmament.
388. 4 Militarism.
388. 9 Miscellaneous.
389 **Miscellaneous.**

400 SUPPLIES, EQUIPMENT, AND SERVICES.

410 Building material, machines and hardware.

420 Clothing, equipage, and toilet articles.

430 Subsistence stores.

440 Medical, surgical, dental, veterinary supplies, equipment and instruments.

450 Supplies for transportation, animals and packing supplies.

460 Other supplies.

470 Armament and ammunition.

480 Services, other than personal.

490

400 SUPPLIES, SERVICES, AND EQUIPMENT.

400. 1 Selection, adoption, and acquisition.
400. 11 Selection and adoption.
400. 111 New articles and inventions or patents offered for use of Army.
400. 112 Tests, trials, analyses, investigations of articles of supply, equivalents, experiments.
400. 113 Changes and improvements in articles of supply.
400. 114 Specifications, standard samples, drawings, designs, charts, data, patterns, sizes, measurements.
400. 1141 Specifications.
400. 1142 Standard samples.
400. 1143 Drawings.
400. 1144 Designs.
400. 1145 Charts.
400. 1146 Patterns.
400. 1147 Sizes.
400. 1148 Measurements.
400. 1149 Miscellaneous.
400. 115 Types, kinds and classes of supplies to be used for which no specifications nor standard samples are adopted.
400. 12 Procurement.
400. 1201 Methods of.
400. 1202 Commandeering.
400. 1203 Lease or hire of.
400. 121 Advertising and under formal contract.
400. 122 Advertising and proposal and acceptance.
400. 13 Purchases.
400. 1301 Priority.
400. 131 Requests for authority to purchase. (Purchase request.)
400. 132 Authority to purchase without request.
400. 133 Approval of action in making purchases.
400. 134 Subscriptions to newspapers and periodicals.
400. 135 Purchases from other departments or bureaus.

	Purchases—Continued.
400. 136	Purchases abroad.
400. 137	Reports of purchases made, and market conditions.
400. 138	Purchase orders.
400. 139	Miscellaneous.
400. 1391	Open-market purchases.
400. 1392	Emergency purchases.
400. 1393	Purchases for export.
400. 14	Bids, abstracts, awards, contracts.
400. 141	Bids.
400. 1411	Circulars to bidders and advertisements. (Copies of, contents, conditions in.)
400. 1412	Authority to invite bids.
400. 142	Abstracts.
400. 1421	Of proposals and bids.
400. 1422	Of awards.
400. 143	Awards.
400. 145	Contracts.
400. 146	Proposal and acceptance agreements.
400. 147	Complaints and protests of bidders.
400. 148	Complaints and protests of contractors.
400. 149	Miscellaneous.
400. 15	Advertisements, catalogues, bidders' lists.
400. 151	Advertisements, circulars, samples.
400. 1511	Advertisements.
400. 1512	Circulars.
400. 1513	Samples.
400. 152	Catalogues.
400. 153	Offers to sell supplies to United States.
400. 154	Requests for information as to how to proceed to obtain Government business, lists of purchasing officers.
400. 1541	Requests for information.
400. 1542	Lists of purchasing officers.
400. 155	Lists of bidders and contractors.
400. 1551	Lists of bidders.
400. 1552	Lists of contractors.
400. 156	Introductions and credentials of representatives of business houses.
400. 157	Government recommendations or testimonials.
400. 158	Use of Government name in advertisements.
400. 159	Miscellaneous.

400. 16	Marking, packing, and inspection of.
400. 161	Marking.
400. 1611	Branding.
400. 162	Packing.
400. 1621	Baling.
400. 163	Inspecting.
400. 164	Samples and reports of articles inspected.
400. 165	Inspections for other branches of Government.
400. 169	Miscellaneous.
400. 17	Manufacture of.
400. 171	Methods of manufacture.
400. 172	Allowances of materials for manufacture.
400. 173	Manufactures authorized at depots or arsenals by operatives.
400. 174	Priority.
400. 179	Miscellaneous.
400. 18	Bids, abstracts, awards, contracts, for manufacture from materials furnished by United States.
400. 181	Bids.
400. 1811	Circulars to bidders and advertisements.
400. 1812	Authority to invite bids.
400. 182	Abstracts.
400. 1821	Of proposals and bids.
400. 1822	Of awards.
400. 183	Awards.
400. 185	Contracts.
400. 186	Proposal and acceptance agreements.
400. 187	Complaints and protests of bidders.
400. 188	Complaints and protests of contractors.
400. 189	Miscellaneous.
400. 19	Miscellaneous.
400. 191	Statistics, price lists, costs, descriptive cards.
400. 1911	Statistics.
400. 1912	Price lists.
400. 1913	Costs.
400. 1914	Descriptive cards.

Miscellaneous—Continued.

400. 192 Reports as to supplies and equipment purchased, manufactured, condition, progress.

400. 1921 Reports as to supplies and equipment purchased.

400. 1922 Reports as to supplies and equipment manufactured.

400. 1923 Reports as to conditions.

400. 1924 Reports of progress.

400. 1929 Miscellaneous.

400. 2 Handling, storing, transferring, preparing for use.

400. 21 Administration of depots and arsenals.

400. 211 Stocks to be carried.

400. 212 Replenishments of stocks.

400. 213 Transfers of stocks between depots or arsenals.

400. 215 Additions to stocks.

400. 216 Capacity to manufacture.

400. 219 Miscellaneous.

400. 22 Transfers and exchanges, and shipment of.

400. 221 Transfers between posts, and stations.

400. 222 Transfers with organizations or individuals. changing station.

400. 223 Exchanges betweeen posts and depots.

400. 224 Exchanges with and returns from militia or National Guard.

400. 225 Transfers between bureaus or staff corps.

400. 226 Shipment of (see also 523).

400. 229 Miscellaneous.

400. 23 Reserve stocks and field supply depots.

400. 231 Supplies placed in reserve.

400. 232 Field supply depots.

400. 24 Storing or storage of supplies. (For service of storage see 486. 1)

400. 241 Methods of storing and preserving.

400. 242 Space and utilization of same.

400. 25 Preparing for use.

400. 251 Salting or curing.

400. 2511 Tanning.

400. 252 Canning or preserving.

400. 253 Cooking or baking.

400. 2531 Cooking.

400. 2532 Baking.

Preparing for use—Continued.

400. 254 Drying or desiccating.

400. 2541 Drying.

400. 2542 Desiccating.

400. 255 Mounting.

400. 256 Dismounting.

400. 257 Dyeing.

400. 258 Waterproofing.

400. 259 Miscellaneous.

400. 2591 Shrinking.

400. 2592 Sponging.

400. 26 Hauling.

400. 27 Galvanizing, electroplating, plating, etc.

400. 271 Galvanizing.

400. 272 Electroplating.

400. 273 Welding and forging.

400. 274 Planing.

400. 275 Stabilizing.

400. 276 Plating.

400. 279 Miscellaneous.

400. 29 Miscellaneous.

400. 291 Reports of stock on hand.

400. 3 Distribution of.

400. 301 Classification for purposes of distribution.

400. 302 Methods and points of supply.

400. 303 Priority of supply.

400. 311 Methods of preparing and submitting requisitions.

400. 312 Requisitions for supplies, repairs, and alterations, etc.

400. 313 Directions to supply or directions to submit requisitions.

400. 314 Estimates or data as to needs of posts, stations, organizations.

400. 315 Complaints of delay or nonreceipt of supplies called for on requisitions.

400. 316 Criticisms of supplies furnished on specified requisitions.

400. 317 Reports as to unfilled requisitions or inability to furnish supplies called for.

400. 318 To foreign governments.

400. 319 Miscellaneous.

400. 32	Sales.
400. 321	To officers and their families, Army, Navy, and Marine Corps.
400. 322	To enlisted men and their families, Army, Navy, and Marine Corps.
400. 323	To employees and their families.
400. 324	To militia or National Guard and militiamen or national guardsmen.
400. 325	To other bureaus and departments, and employees.
400. 326	To cadet store, soldiers' homes, post exchanges, Y. M. C. A., K. of C., Red Cross Society, etc.
400. 327	To Y. M. C. A. secretaries, postmasters, civilians' libraries.
400. 328	Applications from unauthorized civilians to make purchases and requests for information as to where supplies can be purchased.
400. 329	To miscellaneous.
400. 3291	Manufacturers and inventors.
400. 3292	Military or semimilitary organizations.
400. 3293	Volunteers.
400. 3294	Rifle clubs and schools.
400. 3295	Foreign governments.
400. 3299	Miscellaneous.
400. 33	Loans.
400. 331	To other bureaus and departments.
400. 332	To patriotic, charitable, and similar organizations.
400. 333	Specially authorized by Congress.
400. 334	To Militia or National Guard and schools.
400. 335	Donations.
400. 336	To foreign governments.
400. 339	Miscellaneous.
400. 34	Allowances.
400.3401	For Artillery target practice.
400.3402	For small-arms target practice.
400.3403	For camps of instruction.
400.3404	For the national match.
400.3409	Miscellaneous.
400.341	To officers, nurses, field clerks.
400.342	To enlisted men.

Allowances—Continued.

400. 343 To employees.
400. 344 To others, civilians, prisoners.
400. 345 To organizations.
400. 346 To posts and stations, depots, arsenals, camps.
400. 347 To buildings, offices, libraries.
400. 348 To militia or National Guard.
400. 349 To miscellaneous units (as horses, schools, instruction purposes, etc.).
400. 35 Issues of.
400. 3501 Methods of issuing.
400. 3502 Prices at which issued.
400. 3503 Gratuitous issues.
400. 3504 Special and extra issues.
400. 3509 Miscellaneous.
400. 351 To officers.
400. 352 To enlisted men, nurses, restored enlisted men.
400. 353 To employees.
400. 354 To other persons, civilians, prisoners, etc.
400. 355 To organizations.
400. 356 To posts and stations, depots, arsenals, camps.
400. 357 To buildings, offices, libraries.
400. 358 To militia or National Guard.
400. 3581 Laws and regulations as to.
400. 3582 Conditions of.
400. 3583 At camps.
400. 3584 Suspension of.
400. 3589 Miscellaneous.
400. 359 To miscellaneous units (as horses, schools, etc.).
400. 3591 To foreign Governments.
400. 36 Expenditure of, or consumption of.
400. 37 Supplies for expeditions.
400. 38 Relief of destitutes.
400. 39 Miscellaneous.
400. 4 Using, wearing, utilizing, maintaining, and operating, methods of.
400. 401 Using, utilizing, wearing.
400. 402 Maintaining, caring for.
400. 403 Operating, and methods of.

400. 41 Installation, and location of.
400. 411 Installation.
400. 412 Location of.
400. 42 Defects in.
400. 43 Accidents and damage to.
400. 44 Accidents and damage from blasts from ordnance.
400. 5 Repairs and alterations, roaching, frosting.
400. 51 Conversion and alteration.
400. 52 Overhauling and repairing.
400. 521 Relining.
400. 522 Releveling.
400. 523 Renovating.
400. 529 Miscellaneous.
400. 53 Roaching.
400. 54 Frosting.
400. 59 Miscellaneous.
400. 6 Reclamations and replacements.
400. 61 Shortages, discrepancies.
400. 62 Broken articles or packages.
400. 63 Damaged or deteriorated.
400. 631 Destroyed to prevent contagion.
400. 64 Defective.
400. 69 Miscellaneous.
400. 7 Disposition of.
400. 701 Unserviceable.
400. 702 Obsolete.
400. 703 Surplus.
400. 704 Unclaimed or stray.
400. 705 Condemned.
400. 709 Miscellaneous.
400. 71 Sales at auction.
400. 72 Unlawful.
400. 73 Losses and thefts.
400. 74 Waste.
400. 75 Turned in.
400. 79 Miscellaneous.
400. 8 Conservation of, or saving of.
400. 9 Miscellaneous.
400. 91 Breeding.
400. 92 Training.
400. 93 Salvaging.
401 Systems of supply and distribution.

402	**Miscellaneous papers.**
402. 1	Requests for samples, specifications, illustrations, recipes.
402. 2	Requests for information as to articles of supply.
402. 3	Complaints and criticisms.
402. 4	Professional and technical papers in re.
402. 5	Samples and descriptions of equipment foreign armies.
402. 9	Miscellaneous.
403	**Farming operations.**
403. 2	Crop reports.
403. 3	Gardening.
403. 4	Dairying and poultry raising.
403. 5	Farm and dairy products.
403. 51	Sale of.
403. 9	Miscellaneous.
404	**Remount Service. (See 484.)**
404. 3	Remount depots and other stations, auxiliary, field, etc. (Reports and operations.)
404. 9	Miscellaneous.

410 Building material, machines, and hardware.

410. 1 Hardware.
410. 2 Metals, all classes (see 470. 1).
410. 9 Miscellaneous.

411 Building and other material.

411. 1 Lumber, wood, timber, poles, posts, piles, etc.
411. 2 Flooring and roofing, tan bark, tent floors, etc.
411. 3 Fixtures and equipments.

(Screens, storm doors, windows, vestibules, shutters, window shades, awnings, ventilators, ventilating fans, wall lockers, fire escapes, ladders, etc.)

411. 4 Frames and sashes for doors and windows, portable houses.
411. 5 Steel and iron, framework, sheeting, corrugated wire, fencing (see 410.2).
411. 51 Steel reinforcing for concrete construction.
411. 6 Paints, oils, varnishes, kalsomine, creosote, turpentine, glass, celluloid, putty, glue, etc.
411. 7 Builders' hardware.

(Metal fixtures, locks, keys, door knobs, hinges, window weights, metal materials, nails, nuts, bolts, screws, chains, rivets, brads, tacks, tin, wire, etc.)

411. 73 Rope, cordage, twine, etc.
411. 8 Cement, stone, etc.

(Asphalt, tar, road oils, cement, lime, waterproofing materials, concrete, sand, mortar, crushed stone, brick, stone, tiling, paving blocks, resin, gravel, etc.)

411. 9 Miscellaneous.

412 Mechanical and electrical equipment.

412. 1 Heating and lighting equipment.

(Radiators, registers, boilers for heating, electric-light fixtures, gas and other light fixtures, heating stoves and ranges, stovepipe, furnaces, fireplaces, andirons, supplies, and parts.)

412. 2 Plumbing and sewer materials and equipment, engine and boiler supplies.

(Iron pipe, joints, elbows, connections, water heaters, hydrants, drinking fountains, sewer pipe, joints, elbows, connections, closets, tanks, flushes, urinals, bathtubs, sinks, washtubs, lavatories, shower baths, asbestos, packing for joints; metals, babbitt, and other welding and packing compounds and materials; lubricating oils, greases, waste, boiler compounds, solder, okum, etc.)

412. 3 Machinery.

(Air compressors, boilers and equipment, ice and refrigerating machinery, ice-cutting tools, laundry machinery, ammunition machinery, baking and cooking machinery, pumps and equipment, safety devices, smoke consumers, fuel economizers, pulleys, belting, bellows, etc.)

412. 4 Electrical machinery equipment and material.

412. 41 Electrical machinery.

(Electrically driven engines, generators, generating sets, dynamos, motors, etc.)

412. 42 Electrical equipment and material.

(Switchboards, power panels, operating boards, transformers, storage batteries, cells, magnetos, wire cables, blocks, signal blocks, master blocks, mine blocks, rectifiers, arrestors, reels, spools, etc.)

412. 5 Engines, motors, and parts.

(Engines, internal combustion type, and others; ball bearings, carbureters, auxiliary parts of engines, such as auxiliary air intakes and oxygen generators, cylinders, cylinder heads, battery ignition parts, and conductors, manifolds, mufflers, propellers, propeller hubs and parts thereof, spark plugs, spark caps, tanks, fuel, oil, pistons, wrist pins, wrist-pin bushings, grease cups, bushings, bearings (not ball bearings), starters and all parts and connections thereto, gaskets, cam shafts, cam shaft bearings; valves and parts, such as tappets, push rods and connecting-rod bearings, bolts, etc.; crank shafts, crankshaft bearings; timing gears, including cover and cover bolts and screws; oil pumps and parts thereof, crank cases, sumps, oil gauges, gasoline gauge, air compressors, etc.)

412. 9 Miscellaneous.

413 Tools, instruments, and machines.

413. 1 Tools and implements.

413. 11 Ammunition tools, loading tools.

413. 12 Carpenters' tools.

413. 13 Plumbers' tools.

413. 14 Electricians' tools.

413. 15 Blacksmiths' tools.

413. 16 Tailors' tools.

413. 17 Pioneer tools.

413. 18 Agricultural, farm, and laws tools.

413. 19 Miscellaneous tools.

413. 191 Painters' tools.

413. 192 Saddlers' tools.

Miscellaneous tools—Continued.

413. 193 Cobblers' tools.

413. 194 Farriers' tools.

413. 195 Wheelwrights' tools.

413. 2 Fire-fighting apparatus and supplies.

(Fire engines, trucks, hose and reel carts, fire extinguishers, hand grenades, charges for extinguishers, chemical gases, hose, barrels, buckets, etc.)

413. 3 Musical and band instruments.

(Band instruments and parts, band equipment, music stands, holders, pouches, trumpets, bugles, fifes, drums, whistles, musical instruments, pianos, organs, guitars, phonographs, graphophones, automatic pianos and players, music rolls, phonograph records, sheet music, etc.)

413. 4 Telephone and telegraph.

413. 41 Telegraph instruments, supplies and equipment.

413. 42 Telephone instruments, supplies and equipment.

413. 43 Cable instruments, supplies and equipment.

413. 44 Wireless and radio instruments, supplies and equipment.

413. 45 Telautophones, telautographs, and telegraphophones.

413. 46 Bell and buzzer systems.

413. 47 Megaphones, speaking tubes.

413. 49 Miscellaneous.

413. 5 Office machines, reproducing and printing machines, photographic machines and equipment.

413. 51 Office machines.

(Typewriters, dictaphones, addressographs, adding machines, computing machines, bookkeeping machines, stamping machines, letter-opening machines, sealing machines, punches, perforators, etc.)

413. 52 Printing and duplicating machines, and equipment for.

(Presses, multigraphs, mimeographs, and other reproducing machines, electrotyping and etching machines, etc.)

413. 53 Photographic machines and equipment for.

(Cameras, camera guns, kodaks, stereopticons, moving-picture cameras and machines, etc.)

413. 59 Miscellaneous.

413. 6 Testing and measuring instruments, machines, and tools.

(Electric, gas, water, blast, rheostats, gauges, scales, clocks, watches, other time measures, registers; measures and meters of distance, quantity, etc.; testing-machines, models, jigs, templets, meteorological instruments, thermometers, barometers, speedometers, etc.)

413. 68 Range finding and firing data instruments, etc.

413. 681 Plotting boards.

413. 682 Range and position finding instruments.

413. 683 Firing data instruments and accessories.

413. 684 Sound ranging and other aerial range finding instruments.

413. 689 Miscellaneous.

413. 7 Nautical, surveying, drawing, and observing instruments.

413. 71 Nautical instruments.

413. 72 Surveying instruments.

413. 73 Drawing instruments.

413. 74 Observing instruments, telescopes, periscopes.

413. 75 Optical instruments.

413. 76 Reconnaissance outfits.

413. 77 Signaling and aeronautical instruments, supplies and equipment.

(Signaling pistols, signaling cartridges, flares, rifle signal lights, smoke-producing pyrotechnics, illuminating rockets, signal bombs, illuminating flares, rifle signal lights, heliograph, etc.)

413. 79 Miscellaneous.

413. 8 Machines.

(Road machines, cement guns, floor grinders, steam shovels, rock breakers and crushers, road machinery, concrete mixers, snow plows, sewing, buttonhole, clothing, stitching, lathes, harness making, cutting, reloading, manufacturing, mowing, harvesting, hoisting, pulling, jacks, cranes, derricks, pile drivers, machines for preparing and handling fuel, saw and planing mills, shoe repairing, saws, machines for preparing and handling forage, baling, loading, wire winding, and similar machines.)

413. 9 Miscellaneous.

414 Furniture, utensils, etc.

414. 1 Furniture and furnishings.

(Office furniture, desks, tables, safes, chairs; cases: Filing, book, record; ticklers, heavy furniture for officers' quarters, floor coverings, rugs, matting, carpets, mats, refrigerators, ice boxes, water coolers; furniture for chapels, gymnasiums, libraries, halls, schools, etc.; mess and kitchen furniture, camp tables, barrack chairs, mirrors, curtains, frames, cushions, baskets, cuspidors, etc.)

414. 2 Cooking stoves and ranges, equipment and utensils for.

(Ranges, permanent and field; ovens, permanent and field; post bakeries, field bakeries, and kitchens, rolling kitchens, cooking outfits for field use, fireless cookers, gas, oil, alcohol, and steam cooking stoves and ranges, etc.)

414. 3 Kitchen utensils, tableware.

(Bread and dough tools and equipment; coffee mills, roasters, and machines; tools, as can openers, potato peelers, fire kindlers, scoops, sieves, knives, basting spoons, meat tools, etc.; utensils, pots, pans, kettles, coffee pots, tableware, plates, dishes, glasses, cellars, bowls, silverware, knives, forks, spoons, mess equipment or gear, dishwashing machines, potato-peeling machines, scales, bins, racks, etc.)

414. 4 Equipment for cleaning, sanitation, and general purposes.

(Brooms, brushes, mops, sponges, cleaning and polishing machines, portable laundries, incinerators, field laundries, septic tanks, sterilizers, fumigators, filters, water bags, sprayers, disinfecting plants, latrines, troughs, odorless excavators, garbage cans, ash barrels and sieves, garbage screens and stands, basins; buckets of wood, canvas, or iron, etc.; dippers and similar tinware; clothespins, washboards, scrubboards, washtubs, washstands, step-ladders, clothes bars, and dryers, latrine buckets, urinal cans, etc.)

414. 5 Lamps, lanterns, gas burners.

(Electric or incandescent lamps and bulbs, gas or acetylene lamps or burners, candlesticks, flash lights, oil or gasoline lamps and burners, lanterns, candles, street lamps, wicks, burners, chimneys, and shades for lamps and lanterns, etc.)

414. 9 Miscellaneous.

415 **Signboards, posters, placards, signs, car cards, etc.**

416 **Target-range equipment and war games.**

(Targets, supplies, and parts for; artillery targets, small-arms targets, flags, disks, markers, etc.)

417 **Ponton equipment and supplies.**

418 **Equipment for athletic training.**

(Polo, baseball, football, scaling walls, basket ball, golf, handball, and track equipment, etc.)

418. 1 Bowling equipment.

418. 2 Gymnasium equipment.

419 **Miscellaneous.**

420 Clothing, equipage, toilet articles.

421 Uniforms.

(Hats, caps, helmets (see 470.72 for gas masks, etc.), coats, jackets, overcoats, shirts, breeches, trousers, shoes, leggings, boots, overshoes, chevrons, cords, stripes, cap bands, brassards, ornaments, insignia, letters, coat and overcoat buttons, medals, ribbons, badges, rosettes, identification tags, moccasins, jerkins, toques, aviators' clothing, etc.)

422 Clothing other than uniforms.

(Fatigue or working clothing, clothing for prisoners and deserters, underclothing, stockings, socks, sweaters, jerseys, collars, ties, belts, suspenders, studs, laces, garters, gloves, gauntlets, mittens, transport and harbor boat clothing, Alaskan clothing, oilskin clothing, skiis, snowshoes, etc.)

423 Materials for manufacture of clothing and equipage.

(Woolen cloths, flannels, kersey, serge, furs, cotton cloth, blue denim, linings, thread, buttons (other than coat and overcoat); buckles and other material for clothing and equipage; webbing; canvas duck for tents, tarpaulins, bags, etc.; other materials for tents, tarpaulins, and bags; bunting, silk, and other material for flags, etc., leather, rubber, felt, asbestos, cartridge-bag material, imitation leather and rubber, drill, fiber, denim, fabrics, etc.)

424 Tentage, ponchos, slickers, tarpaulins, flags, etc.

(Tents complete; tents and flies (parts of tents); tent pins, poles, plates, and other parts; tarpaulins, wagon covers, mantas, flags, guidons, colors, penants, banners, flag and color staffs, poles and parts, slings, rings, ponchos, slickers, raincoats, waterproof cloth, camp stools, etc.)

425 Toilet articles.

(Toilet kits, recruit kits, housewives, towels, handkerchiefs, toilet supplies, paper, soap, borax, tooth and talcum powder, shoe blacking and polish, shoe dressing, toilet utensils and tools, nail clips, hones, brushes, combs, shoe stretchers, button fasteners, etc., barber's supplies and tools, clothes hangers, whisk brooms, pins, etc.)

426 Personal equipment.

(Belts, cartridge; bandoleers, suspenders, saber, sword, revolver, waist and shoulder, and for clubs and knives; scabbards, bayonet; bolo, machete, Hospital-Corps knife; saber, sword; spurs and straps, saber knots, gun slings, revolver lanyards and holsters, canteens, haversacks, gunners' pouches, knapsacks, cartridge boxes, tin cups, knives, forks, spoons, mess kits, wire cutters, axes, pick-axes, shovels, spades, hatchets, armor, shields, etc., chaplain's and other special outfits.)

427 **Beds, bedding, cots, and blankets.**

(Bedsteads, bunks, standees, cots, sleeping bags, bedding rolls, mattresses, pillows, bedsacks, mattress covers, pillow sacks, sheets, pillow cases, mosquito bars, nets, shields, blankets, covers, parts, etc.)

428 **Field desks, trunk lockers, kits, bags, and other containers.**

(Field desks, trunk lockers and keys, telescope cases, valises, suit cases, blanket rolls and bags, clothing rolls, ration and mess boxes, pouches, tins, packs, dispatch cases, money bags, and similar pouches, mail bags, barrack bags, laundry bags, clothing bags, surplus kit bags, field chests and cases tool and repair kits, commissary chests, field kits, pouches, surplus kits, ammunition kits, flag kits, etc.)

429 **Miscellaneous.**

(Handcuffs, balls and chains, shackles, etc.)

430 Subsistence stores.

430. 1 Meals, lunches, meal tickets, recipes.

430. 2 Rations and component parts.

(Army, garrison, Alaskan, field, haversack, reserve, travel, Filipino, emergency, etc.)

430. 3 Exceptional articles of subsistence.

430. 9 Miscellaneous.

431 Meats and fish.

(Live animals, cattle, turkeys, poultry, fresh meats, pork, beef, mutton, sausage, fresh dressed poultry, turkey, chicken; meats, canned or pickled; meats, cured or salt; ham, bacon, tongue, sausage; chowder and soups made from meats; fresh fish, oysters, lobsters; canned, cured, pickled, dried, or salt fish and oysters, etc.)

432 Fruits, vegetables, and nuts.

(Vegetables, fresh; vegetables, canned; vegetables, desiccated; fruits, fresh, canned; fruits, dried or evaporated; vegetables, dried or evaporated; pickled or bottled fruits or vegetables; beans, almonds, pecans, walnuts, filberts, etc.)

433 Breads, flour, cereals, grains.

(Grain for flour and meal, flour, meal, yeast, baking powder, malt, hops; bread, hard or soft; biscuit, corn bread, crackers, zwieback, rice, hominy, grits, macaroni, oatmeal, mush, corn flakes, shredded wheat, cereals, etc.)

434 Butter, eggs, oils, milk, cheese, lard.

(Lard and substitutes therefor, butter and substitutes therefor, olive oil and similar oils; eggs, milk, cream; fresh milk and cream; condensed milk and cream; powdered, malted, or evaporated milk and cream; cheese, etc.)

435 Coffee, tea, beverages, drinks.

(Water, effervescent and other; soft drinks, fruit juices, ginger ale, Coco Cola, lime and grape juices, beer, whisky, wines, liquors; coffee: green, roasted, compressed, liquid, ground, and substitutes therefor; tea and substitues therefor; cocoa, cacao, chocolate, etc.)

436 Sugar, sirup, candy, preserves, jelly.

(Sugar, saccharin, sirups, molasses, gelatin, tapioca, cornstarch, candies, jams, jellies, preserves, chewing gum, honey, etc.)

437 Spices, condiments, sauces, extracts, vinegar.

(Pepper, salt, spices, ginger, cinnamon, nutmeg, sauces, pepper, Tobasco, Worcester, tomato, cranberry, mustard, horse-radish, catsup, caviar, flavoring extracts, vinegar, etc.)

438 **Supplies for cleaning, preserving, disinfecting, laundering, etc.**

(Soap: issue, laundry, scouring, etc.; Blanco, Sapolio. Electrosilicon, Leatherfude, harness oil and soap; potash, lye, saltpeter, alcohol, ammonia, cleaning and polishing powder, emery cloth and paper, plating powder, cleaning material of all kinds, laundry starch, bluing, dyes, dyestuffs; preservatives, as benzoate of soda; neat's-foot oil, disinfectants, calcium chloride, germicides, rat poisons, fly paper, naphthalene, insect traps, etc.)

439 **Tobacco and smoking articles.**

(Tobacco, cigars, cigarettes and papers, pipes, etc.)

440 Medical, surgical, and veterinary supplies, equipment, and instruments.

441 Medicines, drugs, and chemicals.

441.01 Preventive medicines.

441.1 Drugs.

(Opiates, opium, poisons, quinine, radium, salvarsan, anesthetics, etc.)

441.2 Chemicals (for chemicals and gases as weapons and defenses from, see 470.6 and 470.7).

441.3 Acids.

441.4 Medicines.

441.5 Gases, nitrogen, oxygen, etc.

441.6 Patent medicines.

441.7 Proprietary medicines.

441.9 Miscellaneous.

442 Surgical supplies, dressings, and materials.

(Hospital supplies, antiseptics, disinfectants, bandages, etc.)

443 Medical and surgical instruments, and equipments, and cases.

(Artificial limbs, litters, stretchers, artificial eyes, etc.)

444 Supplies and equipment for special treatments.

444.1 First-aid packets or pouches, trusses.

444.2 Vaccine and serums for smallpox, typhoid, etc., antitoxins, prophylaxis, sera, virus, etc.

444.3 Electrical equipment, X-ray machines, skiagraphs.

444.4 Dental.

444.5 Laboratory.

444.9 Miscellaneous.

445 Veterinary medicines, drugs, and chemicals.

446 Veterinary supplies, dressings, and materials.

447 Veterinary instruments and equipment.

448 Veterinary supplies and equipment for special treatments. (Mallein.)

450 Supplies and equipment for transportation, aeronautical supplies, packing supplies, and animals.

451 Vehicles.

451.01 Parts and accessories.
451.1 Passenger automobiles.
451.11 Parts and accessories.
451.2 Motor and auto trucks.

(Ammunition trucks, supply trucks, repair trucks, anti-aircraft gun trucks, machine-gun trucks, etc.)

451.21 Parts and accessories.
451.3 Tractors and trailers.

(Tractors, caterpillar type; tractors, wheeled type; tractors, machine shop; trailers and trail wagons; trailers, caterpillar type; trailers, wheeled type, etc.)

451.31 Parts and accessories.
451.4 Bicycles, motorcycles, side cars, rear cars, etc.
451.41 Parts and accessories.
451.5 Carriages, buggies, buckboards, etc.
451.51 Parts and accessories.
451.6 Passenger carts and wagons.
451.61 Parts and accessories.
451.7 Wagons and carts (not passenger).

(Escort, Army, farm, water, sprinkler, combat, and ammunition wagons; dump, medical, trench, and ammunition carts; drays, hearses, etc.)

451.71 Parts and accessories.
451.8 Ambulances.
451.81 Parts and accessories.
451.9 Miscellaneous.
451.91 Sleighs.
451.911 Parts and accessories.
451.92 Tires, all kinds.
451.93 Platform, warehouse, and office trucks; wheelbarrows, etc.
451.931 Parts and accessories.

452 **Aircraft and aeronautical supplies and equipment.**

452. 1 Airplanes.

452. 11 Parts and accessories.

452. 2 Hydroaeroplanes, sea sleds, sea planes, aerial torpedo boats, etc.

452. 21 Parts and accessories.

452. 3 Balloons, dirigible balloons, captive balloons, kites, etc.

452. 31 Parts and accessories.

452. 32 Balloon baskets.

452. 33 Parachutes.

452. 331 Parts and accessories.

452. 4 Dirigible airships, gyroplanes, and other aircraft.

452. 41 Parts and accessories.

452. 5 Safety devices, stabilizers, gyroscopes, etc.

452. 51 Parts and accessories.

452. 7 Equipment.

(Breathing apparatus, etc.)

452. 9 Miscellaneous.

(Means of identification.)

453 **Railway equipment (steam or electric) engines, cars, spare parts, tracks, ties, scales, and other equipment.**

453. 1 Railway cars for guns.

(For 3-inch guns and under; for 6-inch and 8-inch guns; for 10-inch guns; for 12-inch guns; for 14-inch guns; for 16-inch guns, etc.)

453. 2 Railway cars for howitzers.

(For 4.7-inch howitzers; for 6-inch howitizers; for 7-inch to 10-inch howitzers, inclusive; for 12-inch howitzers; for 14-inch howitzers; for 16-inch howitzers, etc.)

454 **Animals.**

454. 01 Pack.

454. 02 Draft.

454. 03 Riding.

454. 1 Horses.

454. 2 Mules.

454. 3 Dogs.

454. 4 Reindeers.

454. 5 Oxen.

454. 6 Caribou or caribao.

454. 7 Guinea pigs, white mice, ferrets, frogs, goats, sheep, elk, deer, etc.

454. 8 Pigeons.

454. 9 Miscellaneous.

455 Harness, horse, and pack equipment.

(Harness, bridles, bits, and other harness and saddlery hardware; saddles, riding; blankets, cloths, stirrups, bags, covers, nose bags, feed bags, shoe pockets, pack saddles, panniers, aparejos, pack outfits (for machine and mountain guns), horse covers and blankets, lap robes, whips, artillery harness, cinchas, coronas, etc.).

456 Stable and garage equipment.

(Stalls, feed boxes, racks, mangers, watering troughs, brackets, hangers for saddles and harness, currycombs, brushes, clippers, grooming kits, branding irons, picket pins, lariats, ropes, halters, horseshoes, nails, pads, etc.)

457 Packing supplies and materials for same.

(Boxes, crates, barrels, kit packs, drums, carboys, tin cans, buckets, bottles; paper wrapping, and packing; burlap and other wrappings; bags and sacks of cotton, paper, burlap, and jute; cartons and similar packages, lacquer, wax, paraffin, sawdust, excelsior, tags, labels, brands, marks, marking outfits, stencils, etc.)

458 Special equipment, supplies and apparatus for harbor boats and transports.

458. 1 Equipment and apparatus.
458. 11 Life-saving and preserving apparatus and devices.
458. 12 Spare parts, hydraulic pipe lines, etc.
458. 13 Diving, signaling, and radio apparatus for boats.
458. 14 Mooring buoys, lines, etc.
458. 15 Deck equipment, gangplanks, etc.
458. 16 Engine equipment for boats.
458. 17 Steward's equipment.
458. 19 Miscellaneous.
458. 2 Supplies for boats.
458. 24 Navigator's charts, books, supplies, equipment, etc.
458. 25 Deck supplies.
458. 26 Engine supplies for boats.
458. 27 Steward's supplies and stores.
458. 29 Miscellaneous.
458. 5 Equipment and apparatus for mine planting.
458. 6 Equipment and apparatus for cable work.
458. 9 Miscellaneous.

460 **Other supplies.**

461 **Publications, books, periodicals.**

(Books, text and technical; codes, law books, decisions, opinions, reference books, dictionaries, atlases, almanacs, directories; school books and equipment, as chalk, slates, blackboards, etc.; newspapers, magazines, calendars, emplacement books, social lists, mimeographs, bureau pamphlets, price lists, special circulars and bulletins, rebellion records, manuals, regulations, professional and technical books and papers, registers, rosters, Congressional Record, postal guides, Statesman's Year Book, Navy Department publications, Biennial Navy Registers, Congressional Directory, foreign publications, service journals, fort records, etc.)

462 **Office supplies, stationery, paper, blank books.**

(Paper for writing, drawing, blue print, carbon, stencil, blotting, etc.; cards, cardboard, blank books, envelopes, jackets, pens, pencils, ink, rubber bands, typewriter ribbons, pins, clips, seals, tapes; rubber stamps, holders and pads; paper cutters, mucilage, sponge cups or stands, check protectors, etc.)

463 **Fuel, light, and power.**

463. 1 Electric current, water power.
463. 2 Gas and acetylene, carbide.
463. 3 Coal.
463. 4 Wood.
463. 5 Charcoal and coke.
463. 6 Mineral oil or kerosene, coal oil.
463. 7 Gasoline.
463. 8 Crude oil, fuel oil, distillate.
463. 9 Miscellaneous.

464 **Forage, fertilizer, and manure.**

464. 1 Grain, rye, corn, oats, barley.
464. 2 Meal, bran, middlings, linseed meal, cottonseed meal, oil cake.
464. 3 Mixtures and crushed foods.
464. 4 Hay and straw for feeding and bedding.
464. 5 Grass, pasturage, cutting hay.
464. 6 Fertilizer and manure.
464. 7 Fish and meat for animals, dog food.
464. 8 Seeds, all kinds.
464. 9 Miscellaneous.

465 **Ice, and harvesting ice.**

466 **Matches.**

467 **Camouflage supplies and equipment.**

468 **Supplies for funerals.**

(Coffins, caskets, embalming fluids, lowering devices, headstones, etc.)

469 **Miscellaneous.**

470 Armament, ammunition, and other similar stores.

470. 1 Metals for use in manufacture of armament. (See 410. 2.)

(Aluminum, iron, bronze, steel, copper, zinc, brass, monel metal, nickel, gold, silver, quicksilver, mercury, platinum, etc.)

470. 2 Dummy armament.

(Dummy and drill cartridges, dummy powder bags, projectiles, cannon, carriages, etc.)

470. 3 Searchlights and outfits.

(Portable and other searchlights, seacoast lights, etc.)

470. 31 Parts and accessories.

(Projectors, mirrors of glass or metal, accessories, balancer sets, carbons, clutches, controllers, obturators, shutters, curtains, stops, cable, etc.)

470. 4 Turrets.

(Armor structures, ammunition hoists, handling gear, electrical equipment, traversing gear, mounts, rammers, etc.)

470. 5 Armor plate and Navy armor.

470. 6 Chemicals and gases for fighting.

(Explosive lethol, incendiary and lachrymose gases and chemicals, smoke effects, liquid fire, etc.)

470. 7 Apparatus for using and protecting from chemicals and gases.

470. 71 Apparatus for using.

(Gas flasks, projectors, valves and weapons, flame projectors, etc.)

470. 72 Apparatus for protection.

(Gas masks, goggles, gas helmets, absorbents, etc.)

470. 8 Armored cars and tanks.

(Gasoline propelled, steam propelled.)

470. 81 Parts and accessories for.

470. 9 Miscellaneous.

471 Ammunition.

(Illuminating, star and antisubmarine, shells, etc.)

471. 1 For mobile guns.

(Subcaliber guns; 2.3-inch, 2.95-inch, 75 mm., 3-inch, 3.8-inch, 4.7-inch, 6-inch, 7.6-inch, and 8-inch, and 12-inch, 16-inch, and over.)

471. 2 Shrapnel.

(2.95-inch, 3.8-inch, 4.7-inch, 6-inch, 7.6-inch, and 8-inch, 9.5-inch, and 12-inch, 16-inch, and over.)

471. 3 Ammunition for seacoast guns.

(Subcaliber and 3-inch (15-pounder), 4-inch, 4.7-inch, and 4.72-inch, 5-inch, and 6-inch, 8-inch, and 10-inch, 12-inch, 14-inch, 16-inch, and over; ammunition for mortars, general; for trench mortars, lightweight, heavyweight, etc.)

471. 4 Ammunition for small arms.

471. 41 Rifle ball cartridges.

471. 42 Revolver and pistol balls.

471. 43 Blank cartridges.

471. 44 Guard and multiball cartridges.

471. 49 Miscellaneous.

(Shotgun and gallery practice.)

471. 5 Powder and powder charges.

(.30-caliber, .30 and .45 caliber, 1-pounder, 6-pounder, 2.95-inch, subcaliber, 3-inch, 3.2-inch gun, 3.8-inch gun, 3.6-inch mortar, 4-inch gun, 3.8-inch howitzer, 4.7-inch gun, 4.7-inch howitzer, 4.72-inch gun, 5-inch gun, 6-inch gun, 6-inch howitzer, 8-inch gun, 7-inch and 7.6-inch howitzer, 8-inch howitzer, 7-inch mortar, 10-inch gun, 12-inch gun, 12-inch mortar, 14-inch gun, 16-inch gun; maneuver, smokeless, black, saluting, igniting, and shrapnel powder, etc.)

471. 6 Bombs, grenades, darts, etc.

(Grenades in general and aerial darts, hand grenades, rifle grenades, drop bombs, incendiary, smoke, poisonous, demolition, and fragmentation bombs; aerial torpedoes, etc.)

471. 8 Parts and accessories.

471. 81 Components.

(Tracers, bands for projectiles, caps for projectiles, plungers, covers, etc.)

471 82 Fuses, plugs, bushings, adaptors.

(Combination, ignition, detonating, electric, friction, percussion, nondelay, small arms, etc.)

471. 84 Bullets.

(Cannelured, foreign, sharp-pointed, soft-nosed, smoke, etc.)

Parts and accessories—Continued.

471. 85 Ingredients of powder and explosives.

(Ammonia, benzol, phenol, toluol, charcoal, glycerin, naphthalene, ether, alcohol, dipenylamine, graphite, sulphur, pyrite, sodium nitrate, saltpeter, or potassium nitrate, cotton, alkali, acids, sulphuric acid, nitric acid, oxanilid, aniline, methylaniline, oxalic acid, etc.)

471. 86 Explosives and explosive materials.

(Ammonium, picrate, picric acid, explosives "A" and "D," nitroglycerin, dynamite, maximite, guncotton, trinitrotoluol or T. N. T., ammonium nitrate, amatol (ammonium nitrate and T. N. T.), tetryl (tetranitromethyl), T. N. A. (tera nitro aniline), fulminate, chlorates, sodium nitrate, etc.)

471. 87 Containers for ammunition.

(Baskets, powder bags, kegs, barrels, howitzer bags, gun and mortar bags, kegs, or drums (black powder, .30 caliber), powder boxes, cartridge cases, cartridge storage cases, shrapnel cases, cartridge clips, cans, etc.)

471. 88 Ammunition service.

(Shell rooms, powder bins, racks, skids, loading trays, tables, trolleys, tongs, ammunition hoists, powder, and projectile hoists, etc.)

471. 89 Miscellaneous.

471. 9 Miscellaneous.

471. 91 Ammunition for aerial guns.

472 Cannons or guns.

472. 1 Mobile guns.

(Subcaliber guns, 2.38-inch and 2.95-inch guns, 3-inch guns, 3-inch English guns, siege guns, 3.8-inch guns, 4.7-inch guns, 6-inch guns, 7.6-inch guns, 9.5-inch and 12-inch guns, 16-inch guns, and over.)

472. 2 Howitzers.

(3-inch, 3.8-inch, 4.7-inch, 6-inch, 7.6-inch, 8-inch, 9.5-inch, 12-inch, 16-inch, and over.)

472. 3 Seacoast guns.

(Subcaliber and 3-inch (15-pounder), 4-inch, 4.7-inch, and 4.72-inch, 5-inch, and 6-inch, 8-inch, 10-inch, 12-inch, 14-inch, 16-inch, and over.)

472. 4 Mortars.

(Trench mortars, light weight, heavy weight.)

472. 5 Machine and automatic guns.

(Benet-Mercie, caliber .30 Colt (old type and Marlin Arms Co.); Vickers, model 1915; Colt; Browning water cooled; Maxim, model 1904, 1-pounder guns, etc.)

472. 6 Navy guns for submarine chasers and other purposes.

472. 8 Parts and accessories.

472. 81 Parts.

(Forgings and castings, jackets, tubes, hoops, sleeves, breech mechanisms, blocks, firing mechanisms, lanyards, safety devices, etc.)

472. 82 Accessories.

(Sponges, staves, sights, subtarget-gun machines, rammers, staves, covers for cannon, cleaning devices, etc.)

472. 9 Miscellaneous cannon.

472. 91 Aerial guns.

472. 92 Life-saving guns.

472. 93 Anti-aircraft guns.

473 Carriages, mounts and tripods.

473. 1 For mobile guns.

(For subcaliber guns, 2.38-inch and 2.95-inch, 3-inch guns, 3.8-inch guns, 4.7-inch guns, 6-inch and 7.6-inch guns, 9.5-inch guns, 12-inch guns, 16-inch and over.)

473. 2 For howitzers.

(For 3-inch howitzers, 3.8-inch and 4.7-inch howitzers, 6-inch howitzers, 7.6-inch howitzers, 8-inch howitzers, 9.5-inch howitzers, 12-inch howitzers, 16-inch howitzers and over.)

473. 3 For seacoast guns.

(For subcaliber, 3-inch (15-pounder), 4-inch, 4.7-inch, 4.72-inch, 5-inch and 6-inch in general; 5-inch, 6-inch barbette Armstrong, 6-inch B. C., model 1900; 6-inch B. C., model 1910; 6-inch B. C., model 1917; 6-inch D. C., model 1898; 6-inch D. C., model 1903; 6-inch D. C., model 1905; M1 and M2; for 8-inch and 10-inch general; 8-inch B. C., model 1892; 8-inch B. C., model 1918; 8-inch D. C., model 1894; 8-inch D. C., model 1896; 10-inch B. C., model 1893; 10-inch D. C., L. F., model 1894; 10-inch D. C., A. R. F., model 1896; 10-inch D. C., L. F., model 1896; 10-inch D. C., model 1901; for 12-inch in general; 12-inch B. C., model 1892; 12-inch B. C., model 1917; 12-inch D. C., model 1896; 12-inch D. C., model 1897; 12-inch D. C., model 1901; 12-inch gun lift and altered gun lift; for 14-inch in general; 14-inch D. C., model 1907 and M1; for 16-inch in general; 16-inch D. C., L. F., model 1912; 16-inch D. C., model 1917, etc.)

473. 4 Mortar carriages.

(Trench mortar mounts; light weight, heavy weight; 12 inch M. C., model 1891; 12-inch M. C., model 1896; M1, M2, and M3, 12-inch M. C., model 1908, etc.)

473. 5 Mounts for machine guns.

(Benet-Mercie, Colts, Maxim, model 1904, Lewis, Vickers, model 1915, etc.)

473. 6 Mounts for Navy guns.

473. 8 Parts and accessories.

473. 81 Fixed parts.

(Top carriage and racer, chassis and cradle, trail, base ring, scales, range quadrants, scales, shields, wheels, axles, poles, etc.)

473. 82 Mechanisms.

(Elevating arms, bands, disks, gear, locks, racks, scales, wheels, traversing brakes, circles, shafts, gears, pinions, rollers, stops, wheels, ratchets, retracting clutches, eyes, motors, gears, recoil and counter-recoil bands, brakes at stops, buffers, cylinders, springs-counterweights, throttling bars, valves, tripping gears, leathers, rods, pawls, etc.)

473. 83 Electrical equipment, magnetos, wiring, circuits, conduits, telephone, terminal boxes, etc.

473. 84 Spare parts.

473. 85 Sights and carriages.

(Front, rear, bore, panoramic, telescopic, 2-inch telescopic, 3-inch, night, trench mortar sights, etc.

473. 86 Caissons, limbers, covers, etc.

473. 861 Caissons.

(75-mm. gun caissons, 3-inch gun caissons, 3.8, inch caissons, gun and howitzer; 4.7-inch caissons, gun and howitzer; 6-inch howitzer caissons, 155-mm. howitzer caissons, etc.)

473. 862 Limbers.

(75-mm. gun limbers; 3-inch limbers, gun and howitzer; 3.8-inch limbers, gun and howitzer; 4.7-inch limbers, gun and howitzer; 6-inch howitzer limbers, 155-mm. howitzer limbers, 7.6-inch howitzer limbers, 9.5-inch and 12-inch howitzer limbers, etc.)

473. 863 Reels and carts.

(Hand reels, reels and caissons, reels (2-horse), reels and carts (6-horse).

473. 864 Observation towers.

473. 865 Covers for carriages.

473. 866 Platforms, etc.

473. 869 Miscellaneous.

Parts and accessories—Continued.

473. 87 Brackets and braces for: Fuse setters, lamps, range finders, telephones, telautographs, sights, firing materials, etc.

473. 88 Containers and carriers.

(Armament chests: For gun carriages, mortar carriages, howitzer carriages; ammunition chests, forge and battery wagons, forge limbers, store limbers, store wagons, battery wagons; ammunition trucks, etc.)

473. 89 Miscellaneous.

473. 9 Carriages for miscellaneous guns.

(For aerial guns, life-saving guns, subcaliber guns, etc.)

474 Small arms.

474. 1 Magazine or United States rifle.

474. 2 Automatic rifles.

474. 3 Gallery practice rifle.

474. 4 Other rifles, Enfield, cadet, Krag, etc.

474. 5 Carbines.

474. 6 Revolvers and automatic pistols.

474. 7 Side arms and fencing equipment.

(Sabers, swords, bayonets, Hospital Corps knives, bolos, machetes, masks, fencing sticks, gloves.)

474. 8 Parts and accessories, small arms.

(Parts of small arms, barrels, bands, stocks, ejectors, triggers, magazines, swivels, hammers, sights for small arms, front, rear, open, battle, night, telescopic, sighting bar and hood, cartridge holders, appendages for small arms, ramrods, drift slides, oilers, thongs, cases, thong brush, cleaning rods, covers for rods, silencers (Maxim), etc.)

474. 87 Containers and carriers, arm chests and lockers, arm racks, covers, carriers and holders, etc.)

474. 89 Miscellaneous.

474. 9 Miscellaneous.

(Shotguns and outfits.)

475 Equipment of troops.

475. 1 Artillery equipments.

475. 2 Cavalry equipments.

475. 3 Infantry equipments.

475. 4 Engineer equipments.

475. 5 Medical equipments.

475. 6 Machine-gun equipments.

475. 7 Signal Corps equipments.
475. 73 Aeronautical equipments.
475. 731 Bombing equipment.
475. 732 Gunnery equipment.
475. 739 Miscellaneous.
475. 79 Miscellaneous.
475. 8 Trench warfare equipment.
475. 9 Miscellaneous.

476 Submarine mines and equipment.

476. 1 Equipment for mining.

(Mines, mine cases, compound plug and assembling jig, circuit closer, mine transformer, fuses, fuse cans, mine caps and domes, anchors, explosives, moorings, distribution boxes, junction boxes, automatic and other switches, etc.)

476. 2 Cables and equipments.

(Reels, frames, drums, trucks, measuring reels and frames, cable tests and testing sets, clips, Turk's heads, protection against fouling, cable crossings, etc.)

476. 3 Tools and supplies.

(Supply list, boat telephones, drying ovens, cable cutters, etc.)

476. 4 Torpedoes.
476. 9 Miscellaneous.

477 Submarine nets and similar appliances.

478 Demolition equipment.

479 Miscellaneous.

480 Rentals and services other than personal.

481 Rentals, except for recruiting purposes.

482 Rentals and all other services for recruiting purposes.

483 Telegraph, telephone, radio, and mail service.

483. 1 Telegraph and tariffs.

483. 2 Telephone and tariffs.

483. 3 Cable, submarine signal, fire alarm, watch-time service, etc.

483. 4 Mail or postage.

483. 9 Miscellaneous.

484 Caring for animals (see 404).

484. 1 Shoeing animals, hocking, etc.

484. 2 Stabling and feeding animals.

484. 3 Veterinary services (see 728).

(Sanitary inspections, vaccination and immunization, use of serums, quarantine, infectious diseases and disinfection, parasites of animals, aid to injured animals, etc.)

484. 4 Protection from casualties, accidents, etc.

484. 5 Disposal of dead animals.

484. 9 Miscellaneous.

485 Sanitary services.

485. 1 Scavenger service.

485. 2 Collecting garbage.

485. 3 Disposal of trash and waste paper.

485. 4 Disposal of manure.

485. 9 Miscellaneous.

486 Various services.

486. 1 Storage, cold and other; stevedoring services.

486. 2 Drayage and hauling (see 536).

486. 3 Laundering, renovating, cleaning.

486. 4 Printing and binding.

486. 5 Advertising.

486. 6 Packing and crating.

486. 7 Disinterring remains, embalming, furnishing coffins, etc.

486. 8 Engraving, lithographing, and making half tones.

486. 9 Miscellaneous.

486. 91 Plumbing services.

486. 92 Towel services.

500 TRANSPORTATION.

510 Transportation of persons.
520 Transportation of supplies.
530 Transportation by land.
540 Transportation by water.
550 Transportation rates, tariffs, accounts, contracts, tickets.
560 Harbor boats and vessels.
570 Transports and Army transport service.
580
590

500 TRANSPORTATION.

(Data and facilities for war use.)

501 Railway associations or commissions.

(Central Passenger Association, Southwestern Passenger Association, New England Passenger Association, Southeastern Passenger Association, Trunk Line Association, Western Line Association, Transcontinental Passenger Association.)

501. 1 Representatives.
501. 11 Identification cards.
501. 12 Insignia (as armlets, buttons, etc.).
501. 13 Information to representatives.
501. 19 Miscellaneous.

502 Demurrage.
503 Car orders.
504 Car situation.
504. 1 Car shortage.
504. 2 Congestion.
505 Loading and unloading.
506 Working file.
507 Complaints.
508 Switching.
509 Miscellaneous.

510 Transportation of persons.

511 Organizations.

(Change of station, to and from maneuvers and encampments, to and from target practice, recruit detachments, militia or National Guard organizations, to tournaments, horse shows, parades, to foreign countries, overseas, allowances, etc.)

512 Officers, nurses, Army field clerks, field clerks, Quartermaster Corps.

(Change of station, inspection and similar trips, upon retirement, resignation, or dismissal, families of officers, National Guard officers, allowances of transportation, cadets, candidates for officers' training camps, etc.)

513 Enlisted men, recruits.

(Change of station on reenlistment, on duty, upon retirement or discharge, families of enlisted men, National Guard enlisted men, allowances of transportation, prisoners, deserters, stragglers, etc.)

514 Employees and officials of War Department.

(Change of station, on inspection or similar trips, upon resignations or discharge, families of, allowances, etc.)

515 Employees, enlisted men, officers, and officials of other departments.

(Enlisted men and officers of Navy, enlisted men and officers of Marine Corps, Coast Guard, Public Health Service, officials of other departments, employees of other departments, etc.)

516 Civilians, witnesses, former soldiers, former employees.

(Witnesses for courts, camp followers, and attendants, former soldiers, former employees, native of island possessions, servants, stowaways, indigent citizens, reporters, etc.)

517 Members of Congress, territorial officials, etc.

(Members of Congress, territorial and State officials, secretaries, officials, and employees of associations, societies, etc.)

518 Remains, corpses, ashes, human bones, bodies, etc.

(Officers, enlisted men, nurses, recruits, employees and officials of War Department, employees, enlisted men, and officials of other departments, civilians, former soldiers, former employees, etc.)

519 Miscellaneous.

520 Transportation of supplies or property.

521 Animals, public.

(Belonging to war or other departments, attendants for, etc.)

522 Officers' horses.

(Attendants for, change of station, purchase from remount depots, horses of deceased officers; upon officers' retirement, resignation, or dismissal; National Guard officers, allowances, to shows, parades, matches, tournaments, etc.)

523 Supplies and public property.

523. 01 Methods of billing and rules as to shipping.
523. 02 Freight.
523. 03 Express.
523. 04 Parcel post or mail.
523. 05 Authority for.
523. 06 Reports of shipments.
523. 061 Reports of arrivals of shipments.
523. 07 Priority of.
523. 071 Priority certificates and forms.
523. 08 Shortages and losses.
523. 09 Miscellaneous.
523. 091 Routing.
523. 092 Tracing.
523. 093 Release of.
523. 094 Use of car cards and placards.
523. 095 Embargo.
523. 097 Instructions to stop shipments.
523. 098 Unclaimed or stray shipments.
523. 099 Miscellaneous.
523. 1 War Department bureaus.
523. 2 Other departments of the Government.
523. 3 Supplies belonging to National Guard of States.
523. 4 Supplies to and from National Guard.
523. 5 Property of organizations, regiments, companies, etc.
523. 6 Money, funds, badges, medals.
523. 7 Records, mails, documents.
523. 8 Explosives and ammunition.
523. 9 Miscellaneous.
523. 91 Property of foreign Governments.
523. 92 Property of societies and associations.
523. 93 Tonnage and estimates of.
523. 99 Miscellaneous.

524 **Baggage, household goods, professional books, and other personal property.**

524. 01 Methods of billing and rules as to shipping.
524. 02 Allowances.
524. 03 Excess.
524. 09 Miscellaneous.
524. 2 Baggage and household goods.
524. 21 Officers, nurses, Army field clerks, field clerks, Quartermaster Corps.
524. 22 Enlisted men, recruits.
524. 23 Employees of War Department.
524. 24 Employees and members of other departments.
524. 25 Civilians and others.
524. 29 Miscellaneous.
524. 3 Professional books.
524. 4 Christmas and similar boxes and packages.

(Officers, enlisted men, recruits, nurses, employees of War Department, employees and members of other departments, civilians, and others.)

524. 9 Miscellaneous.

529 **Miscellaneous.**

530 Transportation by land.

531 Railroad.

531.01 Employees, officials, agents, directors, owners, etc.

531.1 Passenger.

(Day coaches, tourist cars, baggage cars, etc.)

531.2 Sleeping and parlor cars.

(Pullman sleeping cars, railroad sleeping cars, parlor cars, chair cars, etc.)

531.3 Subsistence accommodations.

(Dining and buffet cars kitchen cars and equipment, mess cars, etc.)

531.4 Refrigerator and other special cars.

(Refrigerator and cold-storage cars, palace horse cars, hospital cars, and trains, etc.)

531.5 Freight.

(Freight cars, stalls in freight cars, etc.)

531.6 Fires.

(Baggage car fires, freight car fires, and others.)

531.7 Train service.

531.8 Railroad station service.

(Terminal facilities, ticket offices, etc.)

531.9 Miscellaneous.

532 Street-car transportation.

533 Carriages, cabs, and similar vehicular transportation.

533.1 Hire of.

536 Drayage and hauling.

537 Automobiles and motor truck transportation.

537.1 Hire of.

537.2 Use of automobiles in lieu of carriages.

537.3 Use of auto and motor trucks in lieu of teams, wagons.

537.4 Rules and regulations as to use.

537.5 Accidents, damages, collisions.

537.9 Miscellaneous motor transportation by land.

539 Miscellaneous.

540 Transportation by water.

540. 1 Navigation laws, customs, and regulations.

541 On transports.

541. 1 Persons.

541. 2 Supplies, property, animals.

541. 3 Subsistence on board.

541. 4 Staterooms and sleeping quarters.

541. 5 Stalls, stables, and forage for animals.

541. 6 Transportation of pay passengers.

541. 9 Miscellaneous.

542 On harbor boats (subdivide as 541, if necessary).

543 On other Government vessels (sudivide as 541, if necessary).

544 Transportation on commercial vessels.

(Bids, abstracts, and contracts for.)

544. 1 Ferry service.

544. 2 Freight.

544. 3 Passenger.

544. 9 Miscellaneous.

545 Commercial.

545. 01 Data concerning capacity and suitability for Government use, offers to charter or hire, and reports as to registry, etc.

545. 02 Charter or hire of commercial vessels, bids, abstracts, contracts, charter parties, refitting, restoration, etc.

545. 1 Substitute boats (subdivide as 545, if necessary).

545. 2 Ferry and transport service (subdivide as 545, if necessary).

545. 3 Wrecking and towing service (subdivide as 545, if necessary).

545. 4 Towing targets for artillery practice (subdivide as 545, if necessary).

545. 9 Miscellaneous.

546 Seized or interned vessels.

548 Pilotage, tolls, wharfage.

548. 1 Pilotage.

548. 2 Tolls.

548. 3 Wharfage.

548. 4 Lighterage.

548. 9 Miscellaneous.

549 Miscellaneous.

549. 1 Reports of operation of water transportation; statement and comparison of cost.

550 Transportation rates, tariffs, accounts, contracts, tickets, etc.

550. 1 Blank forms of accounts and vouchers.
550. 2 Method of computing and handling accounts.
550. 3 Accounting.
550. 9 Miscellaneous.

551 Tariffs, rates, equalization agreements, schedules.

(War Department publications as to tariffs, railroad publications as to tariffs, Interstate Commerce Commission publications, etc.)

551. 1 Passenger.

(Military fare basis, classification as first and second class, party fares, passenger arrangements, etc.)

551. 2 Freight.

(Government freight-rate basis, classifications for rate-making purposes, etc.)

551. 3 Express.
551. 4 Excess baggage.
551. 5 Sleeping and parlor-car service.
551. 6 Land-grant and bond-aided railroads.
551. 9 Miscellaneous.

552 Transportation requests, bills of lading, and tickets.

552. 01 Transportation requests.
552. 02 Bills of lading.
552. 1 Purposes and methods of using and settling.
552. 2 Blank transportation requests and bills of lading.
(Requests for books of transportation requests.)
552. 3 Lost, destroyed, or misplaced.
(Transportation requests or bills of lading.)
552. 4 Disposition of unused.
(Transportation requests or bills of lading.)
552. 5 Errors or irregularities.
(Transportation requests or bills of lading.)
552. 6 Cancellation.
(Transportation requests or bills of lading.)
552. 7 Copies of and reports of transportation requests and bills of lading issued.
552. 8 Tickets.
(Cancellation, copies, destroyed, lost, misplaced, disposition of unused, errors, irregularities, purchase, supply, use, allowances, railroad, street-car, subway, elevated train, ferry, etc.)
552. 9 Miscellaneous.

553	**Passenger transportation accounts and contracts.**
553. 1	Abstracts, bids, and contracts.
553. 4	Accounts.
553. 9	Miscellaneous.
554	**Freight transportation accounts and contracts.**
	(General averages.)
554. 1	Abstracts, bids, and contracts.
554. 4	Accounts.
554. 9	Miscellaneous.
555	**Express accounts.**
556	**Storage and demurrage accounts.**
556. 1	Demurrage accounts.
556. 2	Storage accounts of railroads.
556. 3	Accounts for weighing cars, switching, occupancy.
556. 4	Surcharges, etc.
556. 9	Miscellaneous.
557	**Accounts against carriers for shortages, breakages, etc.**
558	**Reports and statements.**
559	**Miscellaneous.**

560 Vessels.

(Including harbor boats and harbor-boat service, floating plants, mine planters, cable steamers, coastwise and small craft, etc.)

(Scows, lighters, hoppers, rock breaking and snag boats, barges, flats, rowboats, canoes, lifeboats, other small boats, motor and gasoline launches, maneuver, boats, quarter boats, steam launches, derricks, pile drivers, graders, drill boats, steamers, tugs, tow and survey boats, colliers, water boats, supply vessels, floating dry docks, mine planters, cable steamers, refrigerator ships, hospital ships, and other vessels.)

(For transports see 570.)

560. 01 Reimbursement for loss of vessels.
560. 02 Accidents.
560. 1 Regulations for vessels; harbor-boat regulations.
561 Acquisition and construction of vessels.
561. 1 Requests or requisitions for vessels.
561. 2 Purchase and transfer between departments.
561. 21 Purchase.
561. 22 Transfer between departments.
561. 3 Catalogues, offers to sell, advertisements.
561. 4 Construction.
(Designs, specifications, plans, bids, abstracts and contracts.)
561. 5 Conversion of vessels and refitting.
561. 6 Commandering.
561. 9 Miscellaneous.
562 For equipment, supplies, and apparatus, see 458.
563 Operation, care, and maintenance.
563. 1 Embarking and discharging passengers.
563. 11 Embarking passengers (or loading passengers.)
563. 12 Discharging passengers (or unloading passengers.)
563. 2 Quarters on shipboard, and assignment troops to duty on.
563. 21 Quarters on shipboard.
563. 22 Assignment of troops to duty on shipboard.
563. 3 Subsistence accommodations on board.
(Messes, saloon mess, ship's officers' mess, ship's petty officers' mess, crew's mess, troops' mess, armed guards' mess, hospital mess, etc.)
563. 4 Docking and storage of vessels.
563. 5 Cargo or freight.
563. 51 Loading.
563. 52 Discharging or unloading.
563. 53 Handling cargo on board.
563. 54 Stalls for animals.

Cargo or freight—Continued.
563. 58 Ballast.
563. 59 Miscellaneous.
563. 591 Tonnage and estimates of.
563. 6 Services for vessels.
(Laundry services, removing ashes, fumigating, etc.)
563. 7 Coaling and taking water.
563. 72 Coaling.
563. 73 Taking water.
563. 8 Work to be done by crew and methods employed.
(Cleaning and washing.)
563. 801 Replacing civilians by enlisted men.
563. 81 Strikes of crews.
563. 9 Miscellaneous.
563. 91 Arming.
563. 911 Armed guards on vessels.
563. 92 Dunnage.
(As mats, battens, sailors' baggage, etc.)

564 Repairs and alterations.
(Reports of cost of, contracts for, requisitions for, dry-docking, additions, new installations, and equipment, radio installations, etc.)

565 Movements.
565. 1 Schedules.
565. 2 Arrivals and departures.
565. 3 Voyages and trips, sailing orders.
565. 301 Sailing orders.
565. 31 Reports of voyages.
565. 32 Reports of expenditures on voyages.
565. 4 Transfers and assignments of boats to stations.
565. 5 Loan of vessels.
565. 6 Duties, and placing out of commission or in reserve.
565. 61 Duties.
(Planting mines, laying cables, repairing cables, and carrying mail.)
565. 62 Placing out of commission, or in reserve.
565. 7 Special expeditions or movements, and performances of.
565. 9 Miscellaneous.

566 Inspection of vessels and boilers, other than by inspectors general, and reports thereof.
566. 1 By civilian inspectors of War Department.
566. 2 By inspectors of Steamboat-Inspection Service.

567 Terminal facilities.
567. 1 Equipment of.
567. 2 Congestion of supplies at
569. 9 Miscellaneous.

569 **Miscellaneous.**
569. 1 Reports as to vessels.
569. 11 Of public service rendered by vessels.
569. 12 Of cleaning or condition of boilers.
569. 13 Of cleaning, painting, or condition of bottoms.
569. 14 Of accidents, damages to or collisions.
569. 15 Of operating expenses and annual statement floating plant.
569. 16 Of expenditures on account of vessels hired.
569. 17 Of coal and water received on vessels.
569. 18 Of irregularities and deficiencies.
569. 19 Miscellaneous.
569. 2 Logs and extracts thereof.
569. 3 Lists of passengers and assignments.
(Passenger lists and reports, lists of assignments, lists and reports of crews, etc.)
569. 4 Manifests.
569. 5 Data as to dimensions, size, capacity, etc.
(Data sheets, dimensions and size, cabin and stateroom capacity, other passenger capacity, etc.)
569. 54 Lifeboat capacity.
569. 56 Cargo and freight capacity.
569. 6 Pictures, plans, descriptions, and lists of vessels.
569. 7 Sale or other disposition of vessels.
569. 8 Passes and permits.
569. 9 Miscellaneous.
569. 91 Stowaways.
569. 911 Preventing.

570 Transports and Army transport service.

(Rowboats, canoes, lifeboats, other small boats, motor, gasoline and steam launches, quarter boats, and other craft *for transports.*)

570. 01 Reimbursement for loss of.
570. 02 Accidents.
570. 1 Regulations for, transport regulations.

571 Acquisition and construction of vessels.

571. 1 Requests or requisitions for vessles.
571. 2 Purchase and transfer between departments.
571. 21 Purchase.
571. 22 Transfer between departments.
571. 3 Catalogues, offers to sell, advertisements.
571. 4 Construction.

(Designs, specifications, plans, bids, abstracts, and contracts.)

571. 5 Conversion of vessels and refitting.
571. 6 Commandeering.

572 For equipment, supplies, and apparatus see 458.

573 Operation, care, and maintenance.

573. 1 Embarking and discharging passengers.
573. 11 Embarking passengers (or loading passengers).
573. 12 Discharging passengers (or unloading passengers).
573. 2 Quarters on shipboard, and assignment troops to duty on.
573. 21 Quarters on shipboard.
573. 22 Assignment of troops to duty on shipboard.
573. 3 Subsistence accommodations on board.

(Messes, saloon mess, ship's officers' mess, ship's petty officers' mess, crew's mess, troops' mess, armed guards' mess, hospital mess, etc.)

573. 4 Docking and storage of vessels.
573. 5 Cargo or freight.
573. 51 Loading.
573. 52 Discharging or unloading.
573. 53 Handling cargo on board.
573. 54 Stalls for animals.
573. 58 Ballast.
573. 59 Miscellaneous.
573. 591 Tonnage and estimates of.
573. 6 Services for vessels.

(Laundry services, removing ashes, fumigating, etc.)

573. 7 Coaling and taking water.
573. 72 Coaling.
573. 73 Taking water.

573. 8 Work to be done by crew and methods employed.

(Cleaning and washing.)

573. 801 Replacing civilians by enlisted men.

573. 81 Strikes of crews.

573. 9 Miscellaneous.

573. 91 Arming.

573. 911 Armed guards on transports.

573. 92 Dunnage.

(As mats, battens, sailors, baggage, etc.)

574 Repairs and alterations.

(Reports of cost of, contracts for, requisitions for, dry docking, additions, new installations and equipment, radio installations, etc.)

575 Movements.

575. 1 Schedules.

575. 2 Arrivals and departures.

575. 3 Voyages and trips, sailing orders.

575. 301 Sailing orders.

575. 31 Reports of voyages.

575. 32 Reports of expenditures on voyages.

575. 4 Transfers and assignments of boats to stations.

575. 5 Loan of vessels.

575. 6 Duties and placing out of commission or in reserve.

575. 61 Duties.

(Planting mines, laying cables, repairing cables, carrying mail, etc.)

575. 62 Placing out of commission, or in reserve.

575. 7 Special expeditions or movements, and performance of.

575. 9 Miscellaneous.

576 Inspection of vessels and boilers other than by inspectors general and reports thereof.

576. 1 By civilian inspectors of War Department.

576. 2 By inspectors of Steamboat-Inspection Service.

577 Terminal facilities.

577. 1 Equipment of.

577. 2 Congestion of supplies at.

577. 9 Miscellaneous.

579 **Miscellaneous.**

579. 1 Reports as to transports.

579. 11 Of public service rendered by vessels.

579. 12 Of cleaning or condition of boilers.

579. 13 Of cleaning, painting, or condition of bottoms.

579. 14 Of accidents, damage to or collisions.

579. 15 Of operating expenses.

579. 16 Of expenditures on account of transports or auxiliary vessels hired.

579. 17 Of coal and water received on vessels.

579. 18 Of irregularities and deficiencies.

579. 19 Miscellaneous.

579. 2 Logs and extracts thereof.

579. 3 Lists of passengers and assignments.

(Passenger lists and reports, list of assignments, lists and reports of crews, etc.)

579. 4 Manifests.

579. 5 Data as to dimensions, size, capacity.

(Data sheets; dimensions and size, cabin and stateroom, capacity, other passenger capacity.)

579. 54 Lifeboat capacity.

579. 56 Cargo and freight capacity.

579. 6 Pictures, plans, descriptions, and lists of vessels.

579. 7 Sale or other disposition of transports and auxiliary vessels.

579. 8 Passes and permits.

579. 9 Miscellaneous.

579. 91 Stowaways.

579. 91 Preventing.

600 BUILDINGS AND GROUNDS.

610 Grounds and drainage.

620 Barracks and quarters.

630 Post buildings.

640

650 Minor construction.

660 Fortifications.

670 Plants and systems.

680 Reservations.

690

600 BUILDINGS AND GROUNDS.

600. 01 Size of post or station.
600. 02 Capacity.
600. 03 Location of.
600. 04 Number of.
600. 05 Name or designation.
600. 09 Miscellaneous.
600. 1 Construction and installation.
600. 11 Methods of; bids, abstracts, awards, contracts.
600. 111 Bids.
600. 1111 Advertisements, circulars to bidders.
600. 1112 Authority to invite bids.
600. 112 Abstracts.
600. 1121 Of proposals and bids.
600. 1122 Of awards.
600. 113 Awards.
600. 114 Contracts.
600. 115 Open market.
600. 116 Emergency.
600. 117 Proposals and acceptance agreements.
600. 118 Hire of labor and purchase of material.
600. 119 Miscellaneous.
600. 1191 Complaints and protests of bidders.
600. 1192 Complaints and protests of contractors.
600. 12 Projects.
600. 121 General.
600. 122 Provisional.
600. 123 Standard.
600. 124 Subprojects.
600. 129 Miscellaneous.
600. 13 Plans and specificationa.
600. 131 Uniform or standard, typical.
600. 132 General and miscellaneous data.
600. 133 Preparation and approval of.
600. 139 Miscellaneous.
600. 15 Estimates and requisitions.
600. 151 Estimates.
600. 152 Requisitions.

Construction and installation—Continued.

600. 16 Advertisements, bidders' lists, etc.
600. 161 Advertisements.
600. 1611 Catalogues and circulars.
600. 162 Requests for information.
600. 163 Lists of constructing officers of Government.
600. 164 Lists of bidders.
600. 165 List of contractors.
600. 166 Introductions and credentials of representatives of bidders and contractors.
600. 167 Government recommendations and testimonials.
600. 168 Use of Government name in advertisements.
600. 169 Miscellaneous.
600. 17 Supervision and inspection.
600. 171 Inspection.
600. 18 Operation, care, and maintenance.
600. 181 Operation.
600. 182 Care and maintenance.
600. 19 Miscellaneous.
600. 2 Equipping (subdivide as 600.1).
600. 3 Preserving, repairing, painting, whitewashing, cleaning, oiling, etc. (subdivided as 600.1).
600. 4 Altering, changing, widening, enlarging, etc. (subdivided as 600.1).
600. 5 Relocating, rebuilding, modernizing, etc. (subdivided as 600.1).
600. 6 Wrecking, demolition, etc. (subdivide as 600.1).
600. 7 Wiring, lighting, etc. (subdivide as 600.1).
600. 8 Plumbing, heating, etc. (subdivide as 600.1).
600. 9 Miscellaneous data and statistics regarding reservations, posts, stations, as physical geographical entities.
600. 91 Reports and observations.
600. 911 Historical record of buildings and structures.
600. 912 Reports of condition.
600. 913 Reports and records of fires and other accidents.
600. 914 Reports of progress of work.
600. 915 Reports of fuel consumption and boiler efficiency.
600. 919 Miscellaneous.

Miscellaneous data and statistics—Continued.

600.92 Maps, charts, photographs, blue prints, etc.
600.921 Maps, charts, blue prints.
600.922 Photographs.
600.93 Boundaries, acreages, surveys, etc.
600.931 Boundaries, acreages.
600.932 Surveys.
600.94 Miscellaneous data and descriptive matter or historical information, and statements and reports of costs.
600.95 Miscellaneous requests for miscellaneous information regarding.
600.96 Protecting, guarding, bombproofing.
600.97 Destruction.
600.971 By fire.
600.972 By storm, hurricane, earthquake, tornado, etc.
600.99 Miscellaneous.

601 Acquisition of real property or land, and ownership of.

601.01 Titles, deeds, mortgages, and recording same.
601.1 By purchase or condemnation.
601.2 By gift or donation.
601.3 By cession or grant.
601.4 By transfer from other bureaus, departments, and from public lands.
601.5 By licenses and permits (as for rights of way).
601.52 Licenses and permits.
601.53 Leases, loans.
601.59 Miscellaneous.

602 Disposition of real property or land.

602.01 Titles, deeds, and recording same.
602.1 Abandonment of reservations.
602.2 Sales of land, buildings, structures, exchanges, etc.
602.3 Transfers of land, buildings, structures, etc., to other departments.
602.4 Applications for purchase of land belonging to United States.
602.5 Return of land to original owners.
602.6 Restoration of land to public domain.
602.7 Leases, loans.
602.9 Miscellaneous.

610 **Grounds, drainage.**

611 **Roads, walks, driveways, sidewalks, tunnels, subways, viaducts, gutters, etc.**

612 **See 825.1 for wharves, docks, piers, ferry slips, etc.**

613 **See 824.1 for seawalls, ripraps, embankments, retaining walls, and 829.12 for beacons.**

614 **Target butts, revetting ranges, etc.**

615 **Filling and grading, filling old cisterns, ponds.**

616 **Drainage and ditching.**

616. 1 Draining and ditching.

616. 2 See 821.1 for canals, irrigation and other.

616. 3 See 800.425 for dredging.

616. 4 Removal of sand, earth or gravel.

616. 9 Miscellaneous.

617 **Railroads, track scales.**

617. 1 Tramways.

617. 2 Cable roads.

617. 3 Steam roads.

617. 4 Electric roads.

617. 9 Miscellaneous.

618 **Parade grounds, recreation grounds.**

618. 1 Grounds, parade and drill; fields, etc.

618.2 Recreation and play grounds, tennis courts, baseball and football fields, handball courts, polo fields, golf links, etc.

618. 3 Ornamentation and concealment.

618. 31 Tests of soils.

618. 32 Ornamentation with trees, shrubs, plants, grass.

618. 33 Concealment of fortifications or screening.

618. 34 Care, cultivation, and preservation of trees, shrubs, orchards, plants, grass; sodding, seeding, etc.

618. 35 Cutting dead trees from, and clearing reservations.

618. 36 Forestry.

618. 37 Trees.

618. 38 Sodding and seeding.

618. 39 Miscellaneous.

619 **Miscellaneous.**

619. 3 Historic sites, buildings, ruins, structures.

619. 4 Parking space for automobiles.

620 **Barracks and quarters.**

621 **Barracks for enlisted men.**

(Squad rooms, dormitories.)

622 **Quarters for hospital stewards, nurses.**

623 **Quarters for noncommissioned officers.**

624 **Quarters for civilian employees, postmasters, associations, lodges, etc.,**

625 **Quarters for commissioned officers.**

626 **Lavatories and similar buildings.**

627 **Prisons and guardhouses, detention barracks.**

630 Post buildings.

631 Administration, recreation, and drill buildings.

(Office buildings, post offices, administration buildings, post exchanges, gymnasiums, swimming pools, libraries, clubhouses, schools, chapels, memorial halls; drill, riding, amusement halls; assembly rooms, etc.)

632 Hospitals, infirmaries, dispensaries, laboratories, dental offices, operating pavilions, wards, isolation wards, mortuaries, etc.

633 Bakeries, laundries, storehouses.

(Bakeries, kitchens, mess halls, mess shelters, lunch rooms, laundries, gas houses, coal trestles, crematories and incinerator buildings, issue rooms, storehouses, sheds, tanks, caches, coal boxes, and houses, root cellars, arsenals, armories, magazine and powder depots, ordnance depots, warehouses, etc.)

634 Miscellaneous buildings.

(Stables, grooming sheds, veterinary hospitals, abbatoirs, harness rooms, barns, garages, hangars, sheds for wagons and vehicles, wash rooms, sheds for guns and ammunition wagons, latrines and similar houses; pump, boiler, and transformer houses; garbage and ash houses, fire houses, greenhouses, waiting rooms, morgues, portable outbuildings, mausoleums, etc.)

635 Factories and shops, Government.

(Powder factories, gun factories, forging plants (all kinds), clothing factories, tent and equipage factories, testing and proving plants, shops, miscellaneous, printing, repair, salvage, motor repair, etc.)

650 **Minor construction.**

651 Shooting galleries and buildings at target ranges.

652 Miscellaneous or temporary buildings ar camp, maneuver, proving grounds, and cantonments.

653 Viaducts, culverts, wagon scales, auto scales.

654 Corrals, pounds, picket lines, fences, stone walls, gates, stockades, and arbors.

655 Flagstaffs, rostrums, band stands, settees, signal masts.

656 Riding and obstacle courses, hay racks, wind breaks.

657 Water troughs, horse dips, cesspools, manure pits.

658 Boat and bathhouses, sentry boxes, watch houses, scale houses, smokestacks, bases, and platforms, chimneys.

659 Miscellaneous.

659. 1 Station buildings.

(Telephone and telegraph stations.)

660 Fortifications.

660. 1 Foreign.
660. 2 Land-defense and coast-defense works.
660. 3 Defensive sea areas; mine areas.
660. 9 Miscellaneous.

661 Field fortifications.

(Earthworks, intrenchments, trenches, redoubts, military field engineering, parados, entanglements, etc.)

662 Gun and mortar batteries.

(Emplacements, turrets, and platforms for gun and mortar batteries, mortar beds, etc.)

663 Mine structures.

(Casemates mining, cable tanks, battle rooms, switchboard rooms, dormitories, loading rooms, mine wharves, storehouses, magazines, and sheds for mines and torpedoes, mine racks, dynamite rooms, etc.)

664 Cable structures.

(Cable stations, terminals, huts, galleries, tanks, houses, shelters, test rooms, tramways, etc.]

665 Fire-control installations.

665. 01 Reports on, reports and progress.
665. 02 Fire control diagrams.
665. 1 Stations.
665. 11 Field of view from.
665. 12 Protection for.
665. 2 Commanders' and other stations.

(Battle, fort, fire, battery, observing, signal, wireless, radio, fog, plotting rooms, meteorological, tide, switchboard, range finding, crows' nests, etc.)

665. 9 Miscellaneous.

666 Searchlight structures.

(Shelters, towers, etc.)

669 Miscellaneous.

670 Plants and systems.

671 Water.

(Water-distributing systems, pumping plants, wells, reservoirs, cisterns, tanks, aqueducts, water supply, consumption, analysis, meter readings, water reports, purification and filtration plants, plumbing systems, fire protection, etc.)

672 Sewage, drainage, purification.

(Sewage, disposal of.)

673 Ice, cooling, and refrigerating.

(Ice plants, cold-storage plants, refrigerating systems, ventilation and ventilating systems.)

674 Heating.

(Steam and electric heating systems, hot-air heating systems, hot-water heating systems, central heating plants, etc.)

675 Lighting and power.

(Power plants; electric-lighting systems, interior and exterior; gas-lighting systems, searchlight plants, etc.)

676 Telephone, telegraph, and cable.

676. 1 Telephone systems.
676. 2 Telegraph systems.
676. 3 Wireless or radio systems.
676. 4 Cable systems.
676. 9 Miscellaneous.

(Target range communicating systems, fire-alarm systems, etc.)

677 Oil-burning plants and systems.

679 Miscellaneous.

(Compressed-air and gas-generating plants, sawmills, planing mills, windmills, rock-quarry plants, rock-crushing plants, distillation plants, shrinking plants, sorting plants, acid concentration, ether and alcohol plants, etc.)

680 Reservations.

680. 1 Location and establishment of, and change in grade.

680. 2 Jurisdiction, government, rules and regulations.

(Questions as to who has jurisdiction over particular places, including property, land, etc.; transfers or changes of jurisdiction or authority, government rules, regulations, admission of visitors, guides, hours of opening and closing, taking photographs, admission of vehicles, authority given to display various kinds and sizes of flags, protection of wild game and fish, etc.)

680. 3 Use and occupation.

680. 31 For pasturage, grazing, burial sites, mining, cutting hay, farming.

680. 311 For pasturage and grazing.

680. 312 For burial sites.

680. 313 For mining.

680. 314 For farming and cutting hay.

680. 319 Miscellaneous.

680. 32 For religious, school, hospital purposes.

680. 33 For camp grounds, cantonments (military).

680. 34 For quarters, offices.

680. 341 Assignment of rooms in building as offices, quarters, etc.

680. 35 For public gatherings such as memorial services, encampments of veterans, etc.

680. 36 By militia or National Guard.

680. 37 By civilian military organizations.

680. 39 Miscellaneous.

680. 4 Leases, licenses, and permits affecting Government property.

680. 41 Leases of Government property to others.

680. 42 Permission granted to individuals.

680. 421 To fish, hunt, and camp.

680. 422 To take photographs and moving pictures.

680. 423 To install motors in buildings.

680. 424 To make surveys or measurements.

680. 425 To land at Government wharves.

680. 429 Miscellaneous.

680. 43 Licenses for rights of way.

680. 44 Licenses for other purposes.

680. 45 Permission to change inscriptions on headstones or tombstones.

680. 46 Permission to decorate graves, as by plants.

680. 47 Permission to erect or construct vaults, monuments, memorials, tombstones.
680. 48 Concessions.
680. 49 Miscellaneous.
680. 5 Trespassing, damaging, or destroying Government property or reservations.
680. 9 Miscellaneous.

681 **Depots** (subdivide as 680).
682 **Arsenals and armories** (subdivide as 680).
683 **Forts, posts, and hospitals** (subdivide as 680).
684 **Target ranges** (subdivide as 680).
685 **Camp, cantonment and maneuver grounds, camp sites** (subdivide as 680).
686 **Aviation fields, landing places, stations** (subdivide as 680).
687 **Cemeteries** (subdivide as 680.)
688 **National parks, battlefields, roadways** (subdivide as 680).
689 **Miscellaneous places** (subdivide as 680).

700 MEDICINE, HYGIENE, AND SANITATION.

710 Diseases.

720 Health and prevention of diseases.

730 Schools of medicine and treatments.

740 Physiology and anatomy.

750

760

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700 MEDICINE, HYGIENE, AND SANITATION.

700. 1 Theory, laws, and philosophy.
700. 2 Essays, lectures, treatises, researches.
700. 3 Training in medicine, surgery, nursing, clinics.
700. 4 Legal medicine, Pharmacopœia.
700. 5 State or United States control.
700. 6 Medical museums and collections.
700. 7 Professional papers.
700. 8 Rules and regulations.
700. 9 Miscellaneous.

701 Medical attendance.

(Officers, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens, interned persons, prisoners, miscellaneous.)

701. 1 Prescriptions.
701. 2 By civilians.
701. 9 Miscellaneous.

702 Medical examinations.

(Officers, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens, interned persons, prisoners, etc.)

702. 1 Specimens.
702. 2 Temperature.
702. 3 Tests, various kinds.
702. 4 Cultures.
702. 9 Miscellaneous.

703 Dental treatment.

(Officers, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens, interned persons, prisoners, miscellaneous.)

704 Casualties, wounds, and wounded.

704. 01 Vitality.
704. 1 Sick, wounded and invalid.
704. 11 Disposition and transfer of.
704. 2 Convalescents.
704. 5 Reports of morbidity and mortality.
704. 9 Miscellaneous wounds.

705 **Admission to hospital and patients in hospital.**

705. 1 General hospitals.

(Officers, field clerks, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens, interned persons, prisoners, miscellaneous.)

705. 2 Post hospitals (subdivide as 705.1).

705. 3 Field hospitals (subdivide as 705.1).

705. 4 Sanitariums (subdivide as 705.1).

705. 5 Base hospitals (subdivide as 705.1).

705. 6 Civil hospitals (subdivide as 705.1).

705. 9 Miscellaneous.

706 **Medical histories.**

(Officers, field clerks, enlisted men, nurses, employees, cadets, civilians, foreigners, aliens, interned persons, prisoners, miscellaneous.)

707 **Surgical operations.**

(Officers, field clerks, enlisted men, nurses, employees, civilians, cadets, foreigners, aliens, interned persons, prisoners, miscellaneous.)

707. 1 Sterilization.

707. 2 Autopsies, post mortems.

707. 3 Resuscitation.

710 **Diseases, injuries, affections, afflictions, etc., and remedies therefor.**

711 Epidemics.

712 Injuries.

713 Remedies.

720 Health and prevention of disease.

720. 1 Food.
720. 11 Adulterations of.
720. 12 Storage of.
720. 13 Diet kitchens.
720. 14 Diet for the sick.
720. 15 Milk supply.
720. 19 Miscellaneous.
720. 2 Water supply.
720. 21 Analysis.
720. 22 Pollution.
720. 3 Vaccination and immunization, inoculation.
720. 31 Use of serums.
720. 4 Quarantine.
720. 5 Disinfection.
720. 51 Fumigation.
720. 52 Deodorization.
720. 54 Use of heat as a disinfectant.
720. 55 Use of chemicals.
720. 59 Miscellaneous.
720. 6 Sewers and sewerage.
720. 7 Garbage and waste, disposal of.
720. 8 Excreta, disposal of.
(Fecal matter and feces.)
720. 9 Miscellaneous.

721 Sanitary inspections.

721. 1 Ships.
721. 2 Trains.
721. 3 Posts.
721. 4 Camps and trenches.
721. 5 Sanitary reports.
721. 6 Health reports.
721. 9 Miscellaneous.

722 Disposal of the dead as affecting health.

722. 1 Cremation.
722. 2 Burial.
722. 3 Embalming.
722. 4 Disinfection of the dead.
722. 41 Use of ice.
722. 9 Miscellaneous.

723 Hygiene of the air and ground.

723. 1 Air pollution.
723. 11 Dust.
723. 12 Smoke.

	Air pollution—Continued.
723. 13	Noxious gases.
723. 14	Vegetable trades.
723. 15	Animal trades.
723. 19	Miscellaneous.
723. 2	Ground pollution.
723. 21	Conditions of soil as affecting health.
723. 22	Ground in camps, cities, and towns.
723. 23	Nuisances.
723. 3	Trench sanitation.
723. 9	Miscellaneous.
724	**Ventilation.**
724. 1	Heating and lighting.
724. 2	Cleaning.
724. 21	Vacuum cleaning system.
724. 3	Temperature.
724. 4	Sunlight, heat and light, effects of.
724. 9	Miscellaneous.
725	**Insects, disease-bearing.**
725. 1	Mosquitoes, flies, and other insects.
725. 11	Prevention and restriction.
725. 9	Miscellaneous.
726	**Hygiene of diseases and diagnosis.**
726. 1	Venereal, Genito-urinary, prostitution and sex vices.
726. 2	Occupational.
726. 3	Transmissible.
726. 4	Tropical.
726. 5	Physical training and exercises.
726. 6	Smoking, the habit of.
726. 9	Miscellaneous.
727	**Clothing and personal hygiene.**
727. 1	Cleanliness of the body.
727. 2	Bathing facilities.
727. 3	Feet, care of.
727. 4	Delousing facilities.
727. 9	Miscellaneous.
728	**Veterinary sanitation, hippology (see 484.3).**
728. 1	Infectious and other diseases of domestic animals.
728. 2	Parasites of animals.
728. 3	Animal diseases communicable to men.
728. 4	Care and housing of animals.
728. 5	Feeding of animals (see 484.2).
728. 6	Transportation of animals.
728. 7	Slaughter of animals.
728. 9	Miscellaneous.

729	**Miscellaneous.**
729. 1	Climate and climatic conditions.
729. 2	Germs, organisms, and parasites; destruction and prevention of.
729. 3	Protection of live from casualties, accidents.
729. 4	Aid to injured.
729. 5	Rats, rodents, vermin, roaches, extermination of.

730 Special treatments and practices.

(Gynecology, homeopathy, neurology, obstetrics, pediatrics, opthalmology, optometry, orthoepy, osteopathy, podriatics, pathology, pharmacy, psychiatry, roentgenology, X ray, therapeutics, therapy, dermatology, bacteriology, chemistry, chiropody, etc.)

740 Physiology and anatomy.

740. 1 Breeding.

741 Hearing and vision, deaf and deafness, blind, and blindness, age weight, height, etc.

742 Blood and circulation.

743 Nervous system.

744 Skin and other parts of the body.

749 Miscellaneous.

800 RIVERS AND HARBORS.

810 Natural divisions and accessories.

820 Artificial divisions and accessories.

830

840

850

860

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800 RIVERS AND HARBORS.

800. 01 Size or capacity.
800. 02 Location.
800. 03 Number of.
800. 09 Miscellaneous.
800. 1 Construction or installation work.
800. 11 Methods of; bids, abstracts, awards, contracts.
800. 111 Bids.
800. 1111 Circulars to bidders, advertising.
800. 1112 Authority to invite bids.
800. 112 Abstracts.
800. 1121 Of proposals and bids.
800. 1122 Of awards.
800. 113 Awards.
800. 114 Contracts.
800. 115 Open market.
800. 116 Emergency.
800. 117 Proposal and acceptance agreements.
800. 118 Hire of labor and purchase of material.
800. 119 Miscellaneous.
800. 1191 Complaints and protests of bidders.
800. 1192 Complaints and protests of contractors.
800. 12 Projects.
800. 121 General.
800. 122 Provisional.
800. 123 Standard.
800. 124 Subprojects.
800. 129 Miscellaneous.
800. 13 Plans and specifications.
800. 1301 Plans.
800. 1302 Specifications.
800. 131 Uniform, standard and typical.
800. 132 General or miscellaneous data.
800. 133 Preparation of.
800. 134 Approval under State authority.
800. 135 Approval of, when authorized by Congress.
800. 136 Approval by War Department.
800. 139 Miscellaneous.

800. 14	Estimates and requisitions for.
800. 141	Estimates.
800. 142	Requisitions.
800. 16	Advertisements and bidders' lists, etc.
800. 161	Advertisements.
800. 1611	Catalogues and circulars.
800. 162	Lists of constructing officers of Government.
800. 16	Requests for information.
800. 164	List of bidders.
800. 165	Lists of contractors.
800. 166	Introductions and credentials of representatives of bidders and contractors.
800. 167	Government recommendations or testimonials.
800. 168	Use of Government name in advertisements.
800. 169	Miscellaneous.
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800. 18	Reports and returns of operations.
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